

# MODEL INTERN DIVERSITY PILOT PROGRAM PRELIMINARY<sup>1</sup> INFORMATION SHEET

The MIDPP internship a paid internship focused on providing students of underrepresented groups within the federal Judiciary an opportunity to work directly with both judges and court unit executives to gain exposure to a wide variety of careers (legal and non-legal) within the federal court system. One of the main goals of the program is to develop tomorrow's Judiciary employees, law clerks, and judges through exposure, assignments, rotations, networking, training, and mentoring.

## OVERVIEW:

**One-year paid internship** from June 2022 – June 2023, with total allowable hours not to exceed 1,380 (no more than 40 hours per week in the Summer and 20 hours per week during Spring and Fall semesters, with the possible exception of Fall, Winter, or Spring breaks, etc.)

The Office of Fair Employment Practices (OFEP) will host a virtual orientation with all of the MIDPP interns at the beginning of the summer wherein the interns will gain an overview of the federal Judiciary and receive a schedule of virtual training sessions, including an interview and resume skills workshop week and career coaching with a professional career coach, as well as panel discussions, keynote speakers, and heritage events focused on the importance and benefits of diversity, equity, and inclusion in the judicial system.

The intern will have a minimum of two (2) mentors within the court unit: one judge and one court unit executive. The goal of the mentors is to provide advice, guidance, and feedback, to share their professional experience and expertise, act as a sounding board for ideas and action plans, and to the extent practical and appropriate, to assist in exploring careers, setting goals, developing contacts, and identifying resources.

The position will include rotations in the U.S. District Court, the U.S. Bankruptcy Court, and Probation and Pretrial Services, within the Western District of Kentucky in the Louisville Division. The work plan will be reviewed with the intern periodically and revised as needed to ensure the work assignments and court exposure activities provide a broad insight into, and a path for exploring, the various career opportunities offered within the federal judiciary.

## COMPENSATION:

**Pay** will range from **approximately** \$13.00 - \$16.00 hourly. Interns begin accruing **paid time off** immediately upon appointment to the position at a rate of 1 hour for each 20 hours in paid status. (While an employee or intern is using earned paid leave, they are accruing leave hours as well due to being in paid status. Additionally, paid hours used count towards total allowable hours for the internship program.)

## REQUIREMENTS:

### TO QUALIFY FOR THE MIDPP, STUDENTS MUST BE:

- A rising Junior or Senior of good academic standing at an accredited college/university
- United States citizen, a person who owes allegiance to the United States, a person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and a citizen when eligible, or a lawful permanent resident who is seeking citizenship

### STRONGLY PREFERRED QUALIFICATIONS INCLUDE:

- Exhibits qualities such as strong character and self-sufficiency under challenging circumstances
- Self-directed and able to work with limited supervision
- Demonstrated appreciation for the value of diversity, equity, and inclusion in the workplace
- Good organizational and planning skills, able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experience

### PREFERENCE WILL BE AFFORDED TO FIRST GENERATION COLLEGE STUDENTS.

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<sup>1</sup> The United States District Court, Bankruptcy Court, and Probation and Pretrial Services for the Western District of Kentucky are partnering to offer this opportunity to a student in Louisville, Kentucky for the 2022-2023 year. We are thrilled that our court's application was among those chosen, and are still in the process of drafting a work plan and getting final details of our budget approved. If you have any questions or concerns, please contact me at [Emily\\_braun@kywd.uscourts.gov](mailto:Emily_braun@kywd.uscourts.gov).