**UNITED STATES BANKRUPTCY COURT**

**EASTERN DISTRICT OF KENTUCKY**

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**VACANCY ANNOUNCEMENT** **23-01**

Position: **IT Intern - Model Intern Diversity Pilot Program (MIDPP) Student Intern**

Opening Date: **March 31, 2023**

Closing Date: **Open until filled.**

Pay Range**: CL 22 ($14.49 - $17.97/per hour)**

Location: **Lexington, KY (some local travel may be required)**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Kentucky is accepting applications for a one-year term as an IT Intern as part of the Model Intern Diversity Pilot Program offered through the Administrative Office of the U.S. Courts. This program is built on a foundation of diversity and innovation and exists to expose, develop and place talented and underserved undergraduate students in paid internships in federal courts around the country, and prepares them for future employment opportunities within the federal judiciary.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

* Receive general incoming telephone calls to the Information Technology department and respond or forward calls to the appropriate individual.
* Assist in the installation of upgrades on new or revised off-the-shelf/desktop releases.
* Assist in set-up, configure, and install hardware and software.
* Perform related duties, as assigned.

REQUIREMENTS:

* Proficiency in Microsoft Office.
* Proficiency in Microsoft Windows or Linux.
* Scripting
* Troubleshooting of software/hardware issues.
* Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential.
* Ability to exercise mature judgement.

QUALIFICATIONS:

Qualified candidates must be willing to commit to a one-year internship and be a rising undergraduate junior or senior enrolled full-time, in good-standing, at an accredited college. During the summer (June-August), the intern is limited to no more than 40 work hours per week. During the academic year (September – May), the intern is limited to 15-20 work hours per week and may work fewer hours per week to accommodate class and exam schedules.

Successful candidates are detail-oriented, customer-service oriented, demonstrate a professional and positive demeanor, and appear in attire appropriate for a court environment (business/office-wear). The Intern candidate must strictly adhere to court confidentiality requirements, the Code of Conduct for Judicial Employees, IT Security policy, Social Media policy, and other court policies.

CONDITIONS OF INTERNSHIP

Applicant must be eligible to work in the United States and must complete a successful background check for this position.

OTHER INFORMATION

In addition to programming provided through the local court, the successful candidate will also participate in a series of virtual meetings and workshops with other MIDPP interns throughout the country. These events will cover a wide range of topics, including resume writing and interview skills.

APPLICATION PROCEDURE:

Qualified candidates are invited to submit:

* A letter of interest, including school information/major, plus days/duration of availability.
* Resume detailing all relevant experience, education, and skills.
* Letter of qualification from an appropriate facility representative
* College/University transcripts (official or unofficial representing most recent academic semester & cumulative GPA as of application date)

Completed application packages must be emailed to hr@kyeb.uscourts.gov. Incomplete application packages will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. All applicants scheduled should advise the Human Resources Office if accommodation is necessary for the interview.