

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF LOUISIANA



NOTICE OF VACANCY

*The United States Bankruptcy Court for the Middle District of Louisiana is accepting applications for the position of **Student Intern**.*

ANNOUNCEMENT NUMBER: 26-1

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Student Intern
Term: May 18, 2026 – September 20, 2026
Part-Time - Intermittent/Excepted Service

CLASSIFICATION LEVEL: Court Personnel System, Classification Level 22/1

SALARY: \$15.67/per hour (approximately)
Maximum 20 hours per week

OPENING DATE: Friday, March 27, 2026

CLOSING DATE: Until Filled

STARTING DATE: May 18, 2026

POSITION OVERVIEW:

The United States Bankruptcy Court for the Middle District of Louisiana is seeking qualified applicants for the part-time position of Student Intern. This position performs a variety of functions to support the Court and serve the bar and the public. The position affords college, graduate, and law students the opportunity to gain invaluable hands-on experience working in a federal court environment, develop personal and professional skills, attend court trials, network with courthouse personnel and officials, and receive mentorship by court professionals. The Student Intern will assist all departments in the Clerk's office. This position is in Clerk's Office and reports directly to the Chief Deputy Clerk.

REPRESENTATIVE DUTIES:

- Perform administrative support duties and perform general office tasks, such as copy, file, and scan documents, archive materials, organize and maintain files in a systematic and orderly manner. Answer and route incoming calls.
- Assist the following departments with various administrative tasks: court operations, records management, procurement & facilities, vendor payments & maintenance and information technology.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- Currently enrolled in an accredited undergraduate program; Graduate of an accredited undergraduate program and officially enrolled in a graduate program; or Currently enrolled as a first, second, or third-year law student at an accredited law school.
- General knowledge of general office practices and equipment.
- Basic skills in office administration to include typing, data entry, file maintenance, record keeping, and presentation preparation is needed.
- Proficiency with Microsoft Office 365 and internet research is preferred.
- Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential.
- Understanding the importance of the confidentiality issues inherent to the court is critical.
- Ability to exercise mature judgment. The ability to communicate information accurately, professionally, and in a timely manner to individuals within and outside the court unit.
- Adherence to the Code of Conduct for Judicial Employees and ability to maintain confidentiality are required.
- A judicial employee must always maintain a professional appearance and demeanor.

ADDITIONAL INFORMATION:

- Compensation is based on the actual hours worked. This part-time position will be limited to 40 hours per pay period. The position is subject to reduction of work hours and/or termination of the position based upon funding availability.
- Open to all qualified individuals.
- Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service.
- Applicants must be U.S. citizens or eligible to work in the United States.
- A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the

investigation. Retention depends on a favorable suitability determination. Work may be performed in an office setting or from an off-site remote duty station.

- Professional/business casual attire is required.
- This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.
- Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive any communication.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice.
- The Federal Courts are Equal Employment Opportunity Employers.

APPLICATION PROCEDURES:

Qualified candidates should submit a complete applicant's packet as one pdf document which includes:

- Letter of interest (cover letter)
- Completed AO-078 Federal Judicial Branch Application for Employment which can be found at <http://www.uscourts.gov/forms/AO078.pdf>
- Transcripts reflecting the student's most recent academic semester and cumulative GPA as of the application date

Incomplete application packets will not be considered.

Please submit completed applications via e-mail to:

humanresources@lamb.uscourts.gov

Or to:

Chief Deputy Clerk
United States Bankruptcy Court, Middle District of Louisiana
707 Florida Street, Room 119
Baton Rouge, Louisiana 70801

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER