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Supreme Court Vacancy Summer Internship Assistant Opportunities 2025

Description

The Supreme Court of the United States is offering a prestigious opportunity for highly motivated and detail-oriented students to join the Summer Internship Assistant program for 2025. Interns will gain unparalleled exposure to the workings of the U.S. judicial system while assisting the Court's staff in a variety of administrative and legal functions. This program provides a unique learning experience, offering valuable insight into the operations of the highest court in the nation.

Responsibilities

Interns will be involved in a wide range of tasks that contribute to the daily functioning of the Court. Responsibilities include but are not limited to:

- Assisting in the preparation of legal research for cases under review.
- Supporting administrative staff with filing, organizing, and maintaining case files.
- Reviewing legal briefs and documents to ensure compliance with Court procedures.
- Assisting with clerical duties such as preparing and proofreading official documents.
- Providing support to law clerks and other Court staff in various departments.
- Participating in discussions and learning sessions with Supreme Court professionals.
- Managing correspondence and coordinating with internal departments.
- Observing Court sessions and assisting in preparing summaries or reports.

Qualifications

- Current undergraduate or graduate student enrolled in a U.S.-based college or university.
- Must be pursuing a major in political science, law, public administration, or a related field.
- Must have completed at least two years of undergraduate coursework by the time of the internship.
- Academic standing must reflect a strong work ethic and commitment to excellence.
- U.S. citizenship or legal authorization to work in the United States.

Experience

- Previous experience in an office or legal setting is preferred but not required.
- Experience with research, writing, or working with legal documents is a plus.
- Familiarity with the U.S. legal system, especially the judicial process, is advantageous.

Skills

Hiring organization

Supreme Court Vacancy Internship

Employment Type

Intern

Duration of employment

6 Months

Job Location

Washington, D.C., United States,
22201,, Washington,, D.C.,, United States,

Working Hours

8

Base Salary

10

Date posted

December 22, 2024

Valid through

30.12.2026

- Strong verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Ability to work both independently and as part of a team.
- Strong time management skills and the ability to multitask effectively.
- Critical thinking and problem-solving abilities.

Job Benefits

- Exposure to the inner workings of the U.S. Supreme Court and its judicial process.
- Opportunity to work alongside experienced legal professionals and law clerks.
- Development of research, writing, and administrative skills in a legal context.
- Networking opportunities with legal professionals, judges, and law clerks.
- Insight into the decision-making process of the highest court in the United States.
- A stipend to help cover living expenses during the internship period.
- The potential for academic credit if arranged with your academic institution.

How To Apply

Interested applicants should submit the following documents:

1. **Resume** – Including academic and work experience.
2. **Cover Letter** – Explaining your interest in the internship, relevant skills, and why you wish to intern at the Supreme Court.
3. **Academic Transcript** – A current transcript reflecting coursework and GPA.
4. **Letter of Recommendation** – From a professor or employer who can speak to your qualifications and work ethic.

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