## Say Yes Buffalo Internship Opportunity Position: Tour of the Courts Intern

**Location:** Buffalo, NY

Position Supervisor & Title: Hon. Susan Eagan, County Court Judge

Internship Title: "Tour of the Courts" Intern

## **Internship Duties and Responsibilities:**

This exciting internship will offer the opportunity to observe proceedings in Buffalo City Court, Erie County Court, Family Court, Supreme Court, Federal District Court, and Federal Bankruptcy Court. Interns will get to spend time with different judges in our court system as well as shadowing Jury selection, a court Interpreter, court clerk, court officer, members of the IT department, and the law librarians.

This internship is perfect for any Say Yes Scholar with an interest in law or criminal justice and will highlight all of the many career opportunities available within the legal system.

## **Minimum Requirements**

- Must be a Say Yes scholar in good academic, must be at least a rising Sophomore
- Must be curious and outgoing with good listening skills
- Have a strong interest in Criminal Justice or Law

## Intern takeaways:

The interns will be encouraged to develop their soft skills of interpersonal interaction and networking. Additionally, interns will hopefully come away with an understanding of the NYS court system in Erie County and a greater understanding of all the employment opportunities within the Courts as well as list of potential contacts for them in the future.

<u>Duration of employment:</u> The internship will begin in late May and run through mid-August. Interns will work up to 20 hours per week on Tuesdays, Wednesdays and Thursdays.

**Compensation:** The position pays \$11.80 per hour. Any determination regarding academic credit will be made by the intern's academic department.

<u>Accommodations:</u> The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

**To apply:** Submit resume & cover letter to: <u>info@sayyestoeducation.org</u>. If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

By applying to this internship, you are agreeing to the application agreement which can be found beneath the internship postings on our website.

**Deadline:** April 24<sup>th</sup>, 2020 by 5:00PM

<u>Interviews</u>: The interviews will be conducted within the first two weeks of May and the hired intern will be chosen by May 15<sup>th</sup>, 2020.

Please note: Internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you <u>directly</u>.