

LAW STUDENT INTERNSHIP/EXTERNSHIP: STATEMENT OF WORK

U.S. Department of Labor, Office of the Solicitor Civil Rights and Labor-Management Division

PLACEMENT'S MISSION AND WORK: The Office of the Solicitor's (SOL) mission is to meet the legal service demands of the entire Department of Labor (Department). As the Secretary of Labor and other Department officials seek to accomplish the Department's overall mission and to further specific priorities, SOL provides legal advice regarding how to achieve those goals. In doing so, SOL ensures that the Nation's labor laws are forcefully and fairly applied to protect the Nation's workers.

SOL's Civil Rights and Labor-Management Division (CRLM) provides a broad range of legal services, including advice, litigation, and assistance in rulemaking, to several components of the Department, including the Office of Federal Contract Compliance Programs; Office of Labor-Management Standards; Civil Rights Center; Office of Disability Employment Policy; Women's Bureau; Center for Faith-Based & Neighborhood Partnerships; and Office of Apprenticeship. In general, CRLM's client agencies administer and enforce a variety of civil rights, EEO, and labor laws. For more information about CRLM, please visit our website: <https://www.dol.gov/sol/divisions/crlm.htm>.

STATEMENT OF DUTIES: This is an unpaid internship/externship. When law school credit is available, CRLM will work with the student's school to satisfy credit requirements. Students who can commit to a full-time schedule (35-40 hours/week) are preferred. The law student intern/extern will assist CRLM in providing legal services to the client agencies listed above. Duties will include significant legal research and writing in connection with advice, litigation and/or rulemaking projects for client agencies, such as drafting memoranda, analyses, and briefs, and may include attending meetings with the client agencies and other SOL divisions as appropriate.

QUALIFICATIONS: Excellent research and writing skills; a demonstrated interest in civil rights, labor and employment issues; and a strong academic record. Prior relevant courses or work experience preferred but not required.

APPLICATION PROCESS: All interested candidates must submit: (1) a cover letter; (2) a resume; (3) a law school transcript; (4) a recent writing sample; and (5) a list of three references **by email** to:

Jo Ann Baptiste
Management and Program Analyst
CRLMInternshipApplications@dol.gov
(202) 693-5737

Applications will be reviewed on a rolling basis during the periods indicated below. Applicants must indicate in their email the period(s) (Spring, Summer, and/or Fall) for which they wish to be considered.

- For Spring 2020: **May 1, 2019 – November 1, 2019**
- For Summer 2020: **September 1, 2019 – March 1, 2020**
- For Fall 2020: **January 1, 2020 – June 1, 2020**