

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Position Title:</u>	Library Intern (Library Digitization and Archival)
<u>Vacancy #:</u>	CAFC-26-20
<u>Closing Date:</u>	Open until filled
<u>Grade/Salary:</u>	Uncompensated Volunteer* *Academic Credit with institutional approval
<u>Position Status:</u>	20 hours per week; multiple positions during the Spring and Summer 2027 semesters
<u>Position Location:</u>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [click here](#).

Position Overview

The United States Court of Appeals for the Federal Circuit is seeking motivated student interns for the 2027 Spring and Summer semesters. Working directly with the Circuit Library team during core business hours (8:30 a.m – 5:00 p.m). Interns will play an active role in identifying, categorizing, digitizing, and cataloguing historical court publications, photographs, and records, to enhance digital access to the Library's collections.

This internship offers hands-on training in legal reference and research best practices, basic cataloging and classification, and general library operations. Interns will also gain insight into the federal judicial process with opportunities to attend oral arguments and observe the workings of the court.

Responsibilities of the Library Intern may include, but are not limited to:

- Scanning and arranging documents, as well as conducting online and print bibliographic surveys
- Assisting with the digitization and cataloging of various historic court publications and photographs
- Digitizing print material not readily available online to increase access for our users
- Participating in ongoing collection review process which includes weeding, catalog updates, and new purchase recommendations
- Supporting day-to-day library operations, such as filing, material processing, and circulation desk support.

- Assisting with special projects and performing other duties as assigned.

Required Qualifications

To be considered for this position, applicants must meet the following minimum requirements:

- High School diploma or equivalent
- Current enrollment in an accredited undergraduate or graduate degree program.
- Proficiency with standard office software including the Microsoft Office Suite.

Required Competencies

- Excellent verbal and written communication skills with the ability to interact professionally within an office environment.
- Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities, often with conflicting deadlines.
- Ability to think critically and independently while working as a part of a collaborative team.

Preferred Skills and Experience

- Pursuit of a degree in library and information science, history, public administration, political science, or related field. Preference is given to current graduate students with a demonstrated interest in libraries and library science, law and legal research, or historical research and archives.
- Experience with document scanning, image capture software, and structured digital file organization.
- Familiarity with digital collection management software, such as CONTENTdm.
- Experience with website maintenance and/or graphic design.
- Knowledge of materials of historical significance in various media types and knowledge of automated library systems as they relate to the organization and cataloging of historical materials.
- Ability to create and edit library finding aids.

Application Process and Information

To be considered application packages must include:

1. Cover letter (no more than two pages) describing the knowledge, skills, abilities, and/or experience that qualify the applicant for this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Academic transcripts (official or unofficial).
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online testing modules.

Once your cover letter, résumé, and academic transcripts (items 1-3) are ready in PDF format, follow the below link to submit your files, complete the online AO-78 (item 4), and online testing modules (item 5):

<https://www.ondemandassessment.com/o/JB-IGWARV9NP/landing?u=1142493>

Applicants who require an exception to the online application process may contact Human Resources at the following email: hr@cafc.uscourts.gov. **Applications submitted directly to this email address will not be reviewed.**

Additional Information

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC; limited telework may be available on an ad hoc basis

and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will appointees. Federal civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Applicants must be a U.S. citizen or otherwise eligible to work in the United States. Non-citizens may be interviewed and considered but will receive employment offers only if they qualify under an exception in 8 U.S.C. § 1324b(a)(3)(B). Under that provision, a lawful permanent resident seeking citizenship may not apply until having held permanent resident status for at least five years (three years if seeking naturalization as the spouse of a U.S. citizen); once eligible, the individual must apply for citizenship within six months and complete the process within two years of applying (absent delays caused by application processors). Non-citizens who have not held permanent resident status for five years must execute an affidavit affirming their intent to apply for citizenship once eligible.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.