

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-24-06
<u>Closing Date:</u>	Open until filled
<u>Position Title:</u>	Student Intern Two Positions Available
<u>Grade/Salary:</u>	CL 22/18 (\$20.43/hour) Temporary, When Actually Employed (Hourly)
<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 US Court of Appeals for the Federal Circuit is seeking a motivated and engaging individual with experience in website design and/or content management to serve as a Student Intern. The incumbent will be responsible for providing administrative and technical assistance in support of Federal Circuit's newly created Center for Innovation and Law (Center). The primary focus of this role is to assist with content creation and design for digital media displays and websites for the Center. The position is located in the Circuit Library and reports directly to the Circuit Librarian.

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

- Work closely with Information Technology Office and Library staff to identify and define content for the Center.
- Use software and other tools to assist with uploading content to external and internal websites, ensuring that the design is intuitive and user-friendly.
- Add predetermined images, sound clips, and video to a content management system for digital screen display.
- Edit content for optimal viewing on digital screens.

Required Qualifications

High School graduate or equivalent. Additionally, candidates must be currently enrolled in a degree seeking undergraduate or graduate program related to web, graphic, or multimedia design.

Required Competencies

- Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing.
- 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 independently and work cooperatively in an office environment.
- Hands-on experience with website and/or graphic design.

Preferred Competencies

- Knowledge of and experience using Adobe Creative Suite; JavaScript; UI/UX Design, and/or HTML.
- Knowledge of and experience with mobile or touch interface design.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
4. Completion of the online aptitude test and personality test.

Once you have the cover letter and résumé (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above): <https://www.ondemandassessment.com/link/index/JB-T0PJPTR7A?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov. Applications submitted to this email address will not be reviewed.

Additional Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for relocation is not available. 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. Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government 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.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

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