



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2025-02

Position Title:	STUDENT TRAINEE (INTERN)
Terms of Employment:	One Year Term commencing on June 16 or 30, 2025 and ending May 30, 2026 – Varied periods of F/T and P/T employment based on school schedule
Classification Level:	CL 22, steps 1-23 (\$17.60 - \$21.62 per hour) to start, depending on experience* <i>* Salary based on 2025 pay tables and includes an 8.64% non-taxable Hawaii Cost of Living Adjustment (COLA), which is subject to change annually.</i>
Position Location:	United States District Court 300 Ala Moana Boulevard Honolulu, HI 96850,
Closing Date:	Open Until Filled

The United States District Court for the District of Hawaii is accepting applicant packets for a one-year term student internship as part of the Federal Judiciary's Model Intern Program (MIP). The Federal Judiciary is committed to developing and investing in a strong pipeline of talented individuals from all segments of society to advance its mission of delivering fair and impartial justice. The MIP provides opportunities for talented college students to compete for paid internships with federal courts throughout the country, preparing them for future employment opportunities within the Judiciary.

The MIP fosters excellence and values the unique perspectives, experiences, and backgrounds present both within the Judiciary and the communities it serves. The MIP is designed to address barriers to opportunity unrelated to merit, talent, or qualifications, ensuring that individuals have the chance to pursue opportunities based on their skills and abilities. By mitigating challenges created by income disparities, the program seeks to provide equitable access to opportunities.

The MIP focuses on providing interns with hands-on exposure to a variety of legal and non-legal career paths within the federal Judiciary. Through meaningful assignments, rotations, networking, training, and mentorship, the MIP aims to develop the next generation of Judiciary employees, law clerks, and judges. Watch a video to find out more information about this program [here](#).

This unique, year-long internship is being offered to junior and senior undergraduate students in Honolulu, Hawaii. The Intern will engage in a wide range of tasks and will gain exposure to work performed in the District Court of Hawaii, including Chambers, the Clerk's Office, and U.S. Probation & Pretrial Services. The internship will start on June 16 or June 30, 2025, and will conclude no later than May 30, 2026. Details regarding hours of employment, qualifications, and how to apply are found below.

DUTIES AND RESPONSIBILITIES

Chambers

- Assist in the planning and execution of civics education and outreach events (e.g., reenactments, school tours).
- Help develop a Civics Education Resource Manual.
- Participate in chambers meetings and events.
- Observe trials, hearings, and naturalization ceremonies.

Clerk's Office

- Work with the Jury team to learn the day-to-day procedures and processes of how a jury is picked and utilized.
- Work with the Clerk of Court and other Clerk's Office staff on the planning and execution of the Court's annual District Conference and annual Federal Bar Association (FBA) Conference.
- Assist with the planning and preparations for the Hawaii Federal Trial Academy, working closing with the Chief Deputy Clerk and several district judges.

U.S. Probation & Pretrial Services (USPPS)

- Upon a person's arrest, assist a Probation Officer in the interview and drafting of a pretrial report, providing the Court with a recommendation on a person's community release or detention throughout future court proceedings.
- After a defendant has been found guilty, or enters a plea of guilty, assist a Probation Officer in the interview and drafting of a presentence report, to include investigating and analyzing a defendant's criminal history, that will assist the Court at sentencing.
- Upon a person's placement on post-conviction supervision, assist a Probation Officer with supervision activities, to include preparing reports that update the Court on the conduct and condition of the person on supervision.
- Work as part of the Kaniela's Pantry Steering Committee, helping to put together a food pantry and clothing closet for USPPS clients and others in need to address food insecurity and barriers to securing steady employment.
- Help supervise volunteers working at the pantry.

Capstone Project

Chosen by the intern and approved by a mentor, the project will require the intern to conduct substantive research on a topic relevant to the court culminating with a written and oral presentation.

MINIMUM QUALIFICATIONS

Candidates must be a junior or senior during the 2025 – 2026 academic year and currently enrolled full-time and in good standing at an accredited college or university in Hawaii. The candidate must be working toward a degree, preferably with a concentration in criminal justice, business administration, public administration, political science and government, psychology, or a related discipline. However, students studying in any field are welcome to apply.

Qualified candidates must be willing to commit to a one-year internship. The incumbent will work full-time (no more than 40 hours per week) during the summer semester. During fall and spring semesters, the intern will work part-time (no more than 20 hours per week) and may work fewer hours per week to accommodate class and exam schedules.

Candidates must also:

- Display traits such as a strong moral character and self-reliance when faced with challenging situations.

- Be self-motivated and proficient at working with minimal supervision.
- Demonstrate an appreciation for fostering a civil and respectful workplace where people of different backgrounds, experiences, and abilities feel valued and engaged.
- Possess strong organizational and planning abilities, as well as a track record of effective project coordination, facilitation, and implementation based on prior work or educational experiences.
- A professional demeanor and appearance appropriate for a law or professional office environment.

Preference will be provided to first-generation college students, non-traditional college students, and veteran applicants. Please reference in your cover letter whether you fall into any of these categories.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidates will be provisionally hired subject to successful completion of a background investigation by law enforcement agencies, which includes an FBI fingerprint check.

Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

APPLICATION PROCESS:

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit **one of each** of the following combined into a **single pdf**:

- (1) A cover letter explaining why you are interested in this internship and what experience you hope to gain;
- (2) Chronological resume;
- (3) At least one reference letter from a college professor; and
- (4) completed and [signed AO 78](#). Application for Federal Judicial Branch Employment.

Applicant packets should be emailed to: **careers@hid.uscourts.gov** with the subject line, **"VA 2025-02, Student Trainee/Intern, (your name)"**

Packets will not be considered complete unless **all** items have been received by Human Resources. Incomplete applicant packets will not be considered.

Equal Focused Employer. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance. The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify Human Resources at 808-541-1441. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

We value diversity, are committed to equity and inclusion, and support a workplace in which everyone is treated with dignity and respect.