



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT NO. 2026-03

Position Title:	IT STUDENT INTERN
Classification Level:	Court Personnel System, Classification Level 22 Table HI – Hawaii Grade: CL 22, Starting salary \$36,962/year* depending on qualifications and experience, pro-rated for PT <i>*Salary noted above includes a 22.21% locality pay adjustment and an 8.64% Cost of Living Allowance (COLA) for Hawaii for 2026, both of which are subject to change annually.</i>
Terms of Employment:	Full-time or Part-Time Temporary, Excepted Service
Position Location:	United States District Court, District of Hawaii 300 Ala Moana Boulevard, Room C-338 Honolulu, HI 96850
Closing Date:	Position open until filled. Priority consideration for applicant packets received by June 1, 2026.
Appointment Duration:	Start date to be negotiated. Duration of appointment depending on budget, needs of the office and individual work performance.

The Clerk's Office of the United States District Court for the District of Hawaii is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. Currently, we are seeking applicants for full-time or part-time, Temporary **IT Student Interns**. Ideally we are looking to fill two positions.

JOB SUMMARY:

The IT Student Intern performs a variety of duties, which may include but not be limited to any of the following: assisting the IT team with PC administration, Help Desk calls, locally developed web applications, as well as assisting with special projects for the unit, as needed.

REPRESENTATIVE DUTIES:

- Assists IT staff with providing technical support for routine hardware and software incidents submitted via telephone, email, online or in person. Helps capture and manage incidents through the help desk ticketing system, escalating incidents to other IT staff, as needed.

- Assists IT staff in supporting computer systems, mobile devices, printers, remote connectivity, wired and wireless networks, courtroom technology and audio/visual systems.
- Assists IT staff in other areas, as needed, including:
 - Maintaining, installing and updating personal computer workstations and software;
 - Making hardware and software additions, moves and changes;
 - Maintaining desktop images and hardware standards;
 - Supporting audio and video systems, including A/V systems in the courtroom.
- Assists with other IT support duties and/or special projects, as needed.
- Other duties, as appropriate and assigned.

MINIMUM QUALIFICATIONS

Applicants for this position must be able to deal effectively with managers, coworkers, and the public. The individual selected must understand and abide by the rules, policies, and regulations of the Office and Court. He or she must possess the ability to function to some extent as a replacement worker for other workers in leave status.

The applicant should have a working familiarity with hardware and software programs, as well as a general knowledge of routine office work and personal computing, including use of office equipment and standard office software applications. Knowledge of software and keyboarding for word processing, data entry, email and computers is needed, as is skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.), keyboarding, typing and data entry.

The applicant must have the ability to follow instructions, multi-task, organize own work, and seek assistance when appropriate. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. A professional approach and attire are required.

EDUCATION

To qualify, a person must be a high school graduate or equivalent, and be a student enrolled in a degree program such as Computer Programming, Cybersecurity, Information Systems, Information Technology, Network Administration or Software Engineering.

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. 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.

TOTAL REWARDS & WORK-LIFE BALANCE:

Salary: Starting salary \$36,962/year* depending on qualifications and experience, pro-rated for PT

Time off: up to 13 sick days accrued per year (based on a FT schedule, pro-rated for PT), up to 14 paid holidays (including both federal and local holidays) depending on schedule, and annual leave depending on expected tenure.

BENEFITS

Benefit options depending on planned tenure and established work hours.

Other Perks: Eligibility for Public Service Loan Forgiveness Program, public transit subsidy, reasonable work hours, onsite cafeteria and gym. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

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** document:

- (1) letter of interest;
- (2) current resume;
- (3) an unofficial transcript from your college or graduate program;
- (4) list of three professional or school references with current contact information; and
- (5) completed and signed "AO 78, Application for Federal Judicial Branch Employment" (fillable form can be found under FORMS and "Miscellaneous", at www.hid.uscourts.gov).

Applicant packets must be emailed to: careers@hid.uscourts.gov with the subject line, "VA 2026-03, IT Student Intern , (your name)"

Packets will not be considered complete unless **all** items have been received by Human Resources. The court will only communicate with those qualified applicants who will be invited for personal interviews and only applicants who are interviewed will receive a response regarding their application status. Interview and relocation expenses are not eligible to be reimbursed.

The U.S. District Court for the District of Hawaii reserves the right to modify or withdraw this vacancy announcement, to fill the position any time before the closing date, or to fill more than one position from this vacancy, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may choose to select a candidate from the original qualified applicant pool.

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.