

**D.C. SEMESTER**  
**SAMPLE PLACEMENT OPPORTUNITIES**

This list is not exhaustive and merely a sample of possible placements. Be sure to check out the Government Honors Handbook for additional options: <http://arizonahandbooks.com/u/ugalaw> (email Career Services for the password).

1. Congressman Doug Collins (GA-09)
2. Federal Communications Commission – Public Safety & Homeland Security, Policy Division
3. Federal Labor Relations Authority -- Administrative Law Judges
4. Food and Drug Administration -- Office of Compliance Legal Internship Program
5. Human Rights Campaign
6. Interagency Trade Enforcement Center (Office of the United States Trade Representative)
7. Lawyers' Committee for Civil Rights Under Law
8. National Women's Law Center
9. Public Defender Service for the District of Columbia
10. Recording Industry Association of America
11. U.S. Court of Federal Claims -- Office of Special Masters
12. U.S. Department of Commerce, Commercial Law Development Program
13. U.S. Department of Commerce -- Office of the Chief Counsel for International Commerce
14. U.S. Department of Homeland Security -- Arlington Office of Chief Counsel, Immigration and Customs Enforcement (ICE)
15. U.S. Department of Justice – All Divisions
16. U.S. Department of Justice –Antitrust Division (Civil and Criminal)
17. U.S. Department of Justice -- Civil Rights Division Housing and Civil Enforcement
18. U.S. Department of Justice – Human Rights and Special Prosecutions
19. U.S. Department of Justice – Office of Professional Responsibility
20. U.S. Department of Justice – Tax Division
21. U.S. Department of the Treasury -- Office of the Assistant General Counsel for International Affairs
22. U.S. Securities and Exchange Commission
23. U.S. Trade Representative – Office of China Affairs (Chinese language skills required)
24. Washington Legal Foundation

**Congressman Doug Collins  
United States House of Representatives (GA-09)**

Congressman Doug Collins is seeking a full-time legal fellow for his Washington, D.C. office. Congressman Collins serves on the House Judiciary Committee and the House Rules Committee.

Legal fellows are responsible for assisting the legislative staff with research and writing legal briefs, memos, and analyses for staff and the Congressman. Legal fellows primarily would focus on issues under the jurisdiction of the House Judiciary Committee and projects related to the Congressman's focus areas on that committee. Additionally, legal fellows would assist with other research projects and legal briefs as necessary on a variety of topics ranging from healthcare to agriculture. Legal fellows will attend hearings, meetings, and briefings and assist with preparing related written materials. This position would be composed of substantive legal and legislative work requiring attention to detail, excellent writing skills, and a commitment to the objectives of the office. Qualified applicants will be in law school or have received their J.D. Georgia ties are preferred but not required.

**APPLICATION:**

Application requires résumé, cover letter and a brief writing sample. Cover letters should be addressed to:

**Ms. Sally Rose Larson  
Legislative Director  
Congressman Doug Collins (GA-09)  
1504 Longworth House Office Building  
Washington, DC 20515**

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**Federal Communication Commission  
Public Safety & Homeland Security Bureau  
Policy Division**

The Policy Division drafts, develops, and administers rules, regulations, and policies, including those pertaining to 700 MHz and 800 MHz spectrum, 911/Enhanced 911 (E911), Public Safety Answering Points (PSAPs), operability and interoperability for public safety communications. In addition, the Policy Division oversees the licensing of spectrum for public safety entities (e.g., police and fire departments).

**RESPONSIBILITIES:**

The intern will assist with analysis of a broad spectrum of legal issues relating to the policies, programs and regulations of the agency. He/she will perform legal research on a variety of issues and also may be required to prepare written summary of research findings. Additionally, the intern will assist in the preparation of legal memoranda and other Commission documents. The intern also will attend and participate in meetings with Commission personnel and outside parties.

**QUALIFICATIONS:**

Applicants should possess strong analytical, research, writing and organizational skills.

**APPLICATION:**

Application requires résumé, cover letter and a brief writing sample. Cover letters should be addressed to:

**Mr. John Evanoff  
Public Safety and Homeland Security Bureau, Policy Division  
Federal Communications Commission  
445 12th Street, SW  
Washington, D.C. 20554**

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**Federal Labor Relations Authority  
Administrative Law Judges**

The Federal Labor Relations Authority (FLRA) is an independent administrative federal agency created by Title VII of the Civil Service Reform Act of 1978, which allows certain non-postal federal employees to organize, bargain collectively, and participate through labor organizations of their choice in decisions affecting their working lives. FLRA Administrative Law Judges (ALJs) perform a variety of functions related primarily to conducting hearings and rendering recommended decisions in cases involving alleged unfair labor practices. ALJs also are required to render decisions involving applications for attorney fees filed under the Back Pay Act and the Equal Access to Justice Act.

**RESPONSIBILITIES:**

The intern will perform clerkship type duties for an administrative law judge, which includes conducting legal research, drafting of legal memoranda, orders, and decisions, and hearing preparation, all related to the proceedings we conduct pursuant to 5 CFR 2423.20 through 2423.34.

**APPLICATION:**

Application requires résumé, cover letter, transcript and a brief writing sample (5-10 pages). Cover letters should be addressed to:

**The Honorable Charles Center  
Chief Administrative Law Judge  
Federal Labor Relations Authority  
1400 K Street, NW  
Washington, D.C. 20424**

**Dear Judge Center:**

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**NOTE: Judge Center is a UGA Law alumnus.**

**Food and Drug Administration  
Office of Compliance Legal Internship Program (multiple offices)**

The Food and Drug Administration (FDA) is one of the nation's oldest and most respected consumer protection agencies. FDA's mission is to promote and protect the public health by helping safe and effective products reach the market in a timely way, and monitoring products for continued safety after marketing. The Office of Compliance (OC) Legal Internship Program introduces students to the important role FDA plays in ensuring a productive life in the community for everyone. Interns gain practical experience through projects, special assignments, or research that support both patient-focused and risk-based compliance and enforcement strategies/actions to secure the safety, efficacy, and quality of the nation's drug supply. OC Interns perform both legal and non-legal research to support policy development, legal interpretation, and civil enforcement actions, and will be expected to draft research summaries and memoranda. Interns will also attend various meetings, and have additional programmatic duties as needs arise.

**APPLICATION:**

Law students interested in applying to the OC Law Intern Program should submit the following information via e-mail to [CDEROC\\_recruit@fda.hhs.gov](mailto:CDEROC_recruit@fda.hhs.gov):

(1) Cover letter;

(2) Resume;

(3) Transcript: For first year students, an undergraduate transcript may be submitted if a law school transcript is not available; however, candidates should submit law school transcripts as they become available;

(4) Legal Writing sample: (10 pages minimum; 20 pages maximum);

(5) Application Intake Form:

<http://www.fda.gov/downloads/AboutFDA/WorkingatFDA/FellowshipInternshipGraduateFacultyPrograms/UCM457907.pdf>.

*Please make your e-mail subject "Legal Intern Application Package" and indicate which term you are applying for (Fall, Spring).*

FDA will email a confirmation to verify receipt. **Applications will not be accepted after the deadlines listed below.** After receipt, applications will be evaluated, and students will be contacted for an interview. Students who are selected will be notified directly by the Internship Program Manager. Those not selected will also receive notification via email.

Application deadlines are as follows: **Fall: June 1, Spring: November 1**

**Selected Interns**

Students selected as FDA Legal Program interns gain real-life legal, regulatory, and policy experience while working at the FDA Research Center headquarters in Silver Spring, Maryland. Interns will work on legal research and writing assignments and projects related to their areas of interest, overseen by their supervisor.

## Human Rights Campaign

Human Rights Campaign (HRC) is the nation's largest lesbian, gay, bisexual and transgender civil rights organization dedicated to ending discrimination, securing equal rights and protecting the health and safety of the LGBT community. With a 150-person national staff and more than 1.5 million members and supporters, HRC lobbies the federal government on LGBT legislative and regulatory matters, advocates before the courts as an amicus curiae, participates in judicial and executive branch nominations process, leads and/or actively works on national civil rights coalitions, educates the public, participates in elections and works at the grassroots level on civil rights and political matters of national importance.

Law fellows (interns) work with HRC attorneys, outside counsel from major national law firms, lobbyists, and organizational allies and congressional and White House staff members on legislative, regulatory and internal corporate matters. Practice areas include constitutional, contract, criminal, education, employment, disability, family, benefits, tax, health care, immigration, intellectual property, media, military and real estate law. Fellows undertake projects involving sophisticated legal research and writing, analysis and drafting of legislation and administrative regulations, legislative and regulatory advocacy and national coalition work.

If you have any candidates that you think would be a good fit for our organization, please have them send a resume, cover letter, transcript and brief legal writing sample

### APPLICATION:

Visit the website for details regarding the application process- <http://www.hrc.org/the-hrc-story/internships>.

## **Interagency Trade Enforcement Center**

The Interagency Trade Enforcement Center (ITEC) in Washington is seeking full-time interns. ITEC was established by Executive Order in 2012 and seeks to enhance enforcement of U.S. trade rights and domestic trade laws. ITEC works across and in coordination with multiple agencies including the United States Trade Representative (USTR) and International Trade Administration (ITR).

NOTE: Please contact Professor Heywood directly regarding ITEC.

**A huge plus though not necessary is an ability to read any of the following: Vietnamese, Portuguese, Spanish, Chinese, Bahasa.**

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**Lawyers' Committee for Civil Rights Under Law**

<https://lawyerscommittee.org/volunteer-internship-program/>

**National Women's Law Center**

<https://nwlc.org/jobs-at-nwlc/internships/>



## **Public Defender Service for the District of Columbia**

The Public Defender Service for the District of Columbia (PDS) provides and promotes quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia and thereby protects society's interest in the fair administration of justice. PDS is a federally funded, independent organization, governed by an eleven-member Board of Trustees. PDS is recognized as one of the best public defender offices in the country—local or federal. It has become the national standard-bearer and the benchmark by which other public defender systems often measure themselves.

In the District, PDS and the DC courts share the responsibility for providing constitutionally mandated legal representation to people who cannot pay for their own attorney. Under the District's Criminal Justice Act (CJA), the courts generally appoint PDS to the more serious, more complex, resource-intensive, and time-consuming criminal cases and juvenile delinquency cases.

PDS attorneys also handle criminal appeals, almost all parole revocation hearings, most Drug Court sanction hearings, and represent people facing involuntary commitment in the mental health system, children with special education needs facing delinquency charges, and clients in civil proceedings that were triggered by their criminal charges or their incarceration.

PDS is composed of four functional areas: Legal Services, Legal Support Services, Technical Assistance to the District of Columbia Court System, and Executive and Administrative Management.

### **RESPONSIBILITIES:**

The PDS law clerk program gives law students an opportunity to assist attorneys in all aspects of case preparation. Law clerks perform legal research, draft motions, interview incarcerated and institutionalized clients, perform field investigation, represent juveniles in institutional disciplinary hearings, respond to inmate letters request legal assistance, attend discovery conferences, prepare pretrial motions, attend trials, parole hearings and appellate arguments and perform a wide range of research and case preparation duties. Law clerks usually work with a group of attorneys in the Trial, Appellate, Mental Health, Special Litigation, Civil Legal Services, Community Defender or Parole Divisions.

### **QUALIFICATIONS:**

PDS is highly selective and seeks students with a strong academic record, demonstrated interest in criminal law and/or commitment to public service.

### **APPLICATION:**

Application requires résumé, cover letter, brief legal writing sample and a grade list. Cover letters should be addressed to:

**Ms. Jennifer Thomas**  
**Director of Legal Recruiting**  
**Public Defender Service for the District of Columbia**  
**633 Indiana Avenue, NW**  
**Washington, D.C. 20004**

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## **Recording Industry Association of America**

The Recording Industry Association of America (RIAA) is the trade organization that supports and promotes the creative and financial vitality of the major music companies. Its members are music labels that comprise the most vibrant record industry in the world. RIAA members create, manufacture, and/or distribute approximately 85% of all legitimate recorded music produced and sold in the U.S. RIAA works to protect the intellectual property and First Amendment rights of artists and music labels; conduct consumer, industry and technical research; and monitor and review state and federal laws, regulations and policies.

### APPLICATION:

Application requires résumé, cover letter, transcript and writing sample (5-10 pages). Cover letters should be addressed to:

**Mr. Steven Gottlieb**  
**Vice President and Counsel, Public Policy and Industry Relations**  
**Recording Industry Association of America**  
**1025 F Street, NW, 10<sup>th</sup> Floor**  
**Washington, D.C. 20004**

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**United States Court of Federal Claims  
Office of Special Masters (OSM)**

\*This is a helpful placement for students interested in health law or with a science background. Additionally, OSM often hires post-graduate law clerks from their intern pool.

The OSM resolves cases alleging vaccines caused an injury pursuant to the National Childhood Vaccine Injury Act of 1986. Special Masters act as trial judges making final decisions, determining whether the vaccine caused injury, establishing the amount of damages and awarding attorneys' fees. Externs assist Special Masters with case management including preparing orders, reviewing filings and legal briefs, editing opinions, analyzing legal petitions and drafting legal memoranda. Visit the website for additional information about the Office of Special Masters: [www.uscfc.uscourts.gov/vaccine-programoffice-special-masters](http://www.uscfc.uscourts.gov/vaccine-programoffice-special-masters)

APPLICATION:

Application requires résumé, cover letter and unofficial law school transcript. Cover letters should be addressed to:

**Nora Beth Dorsey  
Special Master  
United States Court of Federal Claims  
Office of Special Masters  
717 Madison Place, N.W.  
Washington, D.C. 20005**

**Dear Special Master Dorsey:**

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**NOTE: Special Master Dorsey is a UGA Law alumna.**

**U.S. Department of Commerce  
Commercial Law Development Program**

<http://cldp.doc.gov/about-cldp/contact-us/working-cldp>

The Commercial Law Development Program (CLDP), within the U.S. Department of Commerce Office of General Counsel, is uniquely tasked with providing technical assistance in the commercial law arena to foreign governments and private sectors of transitional countries in support of their economic development goals. Most of CLDP's activities are components of comprehensive assistance programs. These programs are customized to address key issues that are high priorities for both a host government and the firms interested in doing business in that country. Through these programs, CLDP actively helps to improve the legal and regulatory environment for U.S. businesses working in developing countries.

CLDP provides law clerks interested in international development, trade, and energy law, including project finance, oil and gas exploration and power project development, the opportunity to work both independently and as a part of a team in the design, development, and implementation of legal technical assistance programs for developing and transitional countries, including Iraq, Afghanistan, the Maghreb, the Gulf, Latin America, and countries in Sub-Saharan Africa and Eastern Europe. Law clerk duties include: preparing case studies pursuant to legal research; drafting objective and legal memoranda on regional customs unions, trade and investment framework agreements, international franchising, and judicial systems; developing subject background papers on complex international and comparative law issues;

**APPLICATION:**

Please send a cover letter (semester and dates when available) and resume to [cldp@doc.gov](mailto:cldp@doc.gov). Be sure to write INTERNSHIP in the subject line.

**QUALIFICATIONS:**

Rising second and third-year law students. CLDP welcomes legal interns to work alongside its international teams to conduct research and analysis and write legal reports that identify the current opportunities for CLDP to effect international reforms and document the activities of the CLDP teams around the globe. CLDP legal interns work with the respective regional teams that currently focus on improving commercial legal environments worldwide. CLDP seeks self-motivated individuals with strong writing skills. Proficiency in the language of a country in which CLDP presently works is a definite plus.

**U.S. Department of Commerce**  
**Office of the Chief Counsel for International Commerce**

The Office of the Chief Counsel for International Commerce (OCC-IC) provides legal advice and support to the International Trade Administration (ITA) on trade, investment, export promotion and antitrust matters. Attorneys work closely with the Office of the U.S. Trade Representative, the State Department, other government agencies, and the private sector.

Our eleven attorneys primarily focus on:

Multilateral and Bilateral Trade and Investment Agreements: Providing advice on interpretation, application and enforcement of the World Trade Organization agreements, as well as regional and bilateral free trade agreements like the NAFTA; and supporting and participating in multilateral and bilateral negotiations related to international trade, intellectual property rights, and cross-border investment.

Bringing Down Trade Barriers: Advising ITA on addressing barriers to U.S. exports and foreign investment, including foreign infringement of U.S. intellectual property rights. We work with ITA to determine the nature of the barrier, the applicable international legal requirements, and the legal and policy tools available to address the barrier.

Promoting U.S. Exports: Providing legal support to the U.S. & Foreign Commercial Service and other parts of ITA in promoting U.S. exports through trade missions and other activities.

OCC-IC works to ensure that interns have meaningful and interesting assignments that include client contact and participating in interagency meetings. Each intern will be assigned a supervisor, who will meet with the intern on a regular basis to discuss progress.

Candidates who are interested in a unique international law experience, and who have a background or demonstrated interest in international trade and investment law, are encouraged to apply. An applicant must be a U.S. citizen to be considered.

APPLICATION:

<https://ogc.commerce.gov/collection/office-chief-counsel-international-commerce>

**U.S. Department of Justice  
Antitrust Division (Civil and Criminal)**

The Antitrust Division is responsible for enforcing federal laws designed to ensure that our nation's markets are free and open to robust competition. The Division has in recent years focused on prosecution of large international cartels involving multinational firms and Fortune 500 firms. You may find additional information on the Division here: <http://www.justice.gov/atr/>

**DESCRIPTION:**

Assist in trials and hearings; review documents; prepare legal memoranda and briefs; attend depositions; work closely with attorneys conducting investigations; present legal research in a group setting; prepare assistance requests for foreign governments; conduct interviews of national and international subjects.

**QUALIFICATIONS**

Must be a U.S. Citizen.

**APPLICATION:**

Applications require cover letter, resume, writing sample, and official or unofficial transcript to: [atr.personnel@usdoj.gov](mailto:atr.personnel@usdoj.gov). Cover letters should be addressed to:

**Debbie Wood  
U.S. Department of Justice – Antitrust Division  
450 Fifth Street, NW  
Washington, DC 20530**

Deadlines: Spring, November 30; Fall, July 31 (as of 2/21/2018)

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**U.S. Department of Justice  
Civil Rights Division**

<https://www.justice.gov/crt/volunteer-and-paid-student-internships>

Deadlines: Applications are considered on a rolling basis and may be filled before the deadline indicated.

Fall Semester: Applications will be considered from **March 1 through August 1**. Spring Semester:

Applications will be considered from **September 1 through December 15**.

**U.S. Department of Justice  
Human Rights and Special Prosecutions**

The mission of the Human Rights and Special Prosecutions Section is to enforce federal laws relating to: (1) complex immigration and border crimes; (2) international human rights violations; and (3) certain federal crimes of violence committed outside the United States. For more information about the work of the office please refer to the HRSP website: <https://www.justice.gov/criminal-hrsp>.

**APPLICATION:**

Please submit via e-mail a cover letter (including dates available), resume, writing sample (not to exceed 10 pages), transcript (official or unofficial), and three references. All applications must be submitted to the [HRSPInterns@usdoj.gov](mailto:HRSPInterns@usdoj.gov), Attention: Intern Coordinator. Qualifications: Fall/Spring: Second- and third-year law students.

Applicants must have: (1) a strong academic background; (2) excellent research and writing skills; and (3) experience or interest in criminal and international law. Applicants must be U.S. citizens. The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Department to achieve a drug-free workplace, and the candidate(s) selected will be required to pass a drug test to screen for illegal drug use. Internship/externship opportunities are also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

**Deadline: Fall 2017: May 1, Spring 2018: October 1**



**U.S. Department of Justice  
Office of Professional Responsibility**

The Office of Professional Responsibility (OPR) is the component within the U.S. Department of Justice charged with investigating and evaluating allegations of professional misconduct made against Department attorneys relating to their practice of law (i.e., investigating and litigating cases, and providing legal advice and services to the United States).

Law student externs work closely with OPR attorneys conducting investigations (including collecting and reviewing information and interviewing witnesses and subjects), analyzing the law and the facts, and drafting reports of investigation. OPR investigations may involve subject attorneys from any component of the Department, including any of the 93 U.S. Attorney's Offices nationwide, and the Department Divisions, including Civil Rights, Environment and Natural Resources, Tax, Antitrust, Criminal, and Civil. Thus, OPR externships can provide broad exposure to the scope of the work done by Department attorneys. Externs can expect to research legal issues, conduct factual analysis, review and organize documents, draft memoranda and reports, draft witness interview summaries, and perform other tasks as required.

**QUALIFICATIONS:**

An interest in criminal law, professional responsibility, or legal ethics is helpful. We seek students with solid legal research and analytic skills and excellent writing ability.

**APPLICATION:**

Please send cover letter, resume, three professional references, law school transcript (official or unofficial), and a legal writing sample by e-mail to [john.sciortino@usdoj.gov](mailto:john.sciortino@usdoj.gov).

**John Sciortino, Assistant Counsel  
Office of Professional Responsibility  
U.S. Department of Justice  
950 Pennsylvania Ave., N.W., Room 3266  
Washington, D.C. 20530-0001**

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**U.S. Department of Justice  
Tax Division**

<https://www.justice.gov/legal-careers/job/volunteer-legal-internship>

**U.S. Department of the Treasury**  
**Office of the Assistant General Counsel for International Affairs**

The Office of the Assistant General Counsel, International Affairs, which is a component of the Department of the Treasury's Office of General Counsel, provides legal support to the Secretary of the Treasury and the Under Secretary for International Affairs on a broad range of international economic and financial matters. The ten attorneys in the office regularly advise clients; draft and negotiate international agreements; prepare legislation, executive orders, and Treasury regulations; analyze legislative proposals of members of Congress; coordinate with other Treasury offices and Federal agencies; draft legal memoranda; and prepare Department positions on a range of matters, including:

International Development, such as bilateral assistance and the operations of the International Monetary Fund, the World Bank, and other multilateral development banks;

International Trade and Finance, such as negotiations on financial services in the World Trade Organization and under trade agreements such as the Trans-Pacific Partnership;

National Security, such as foreign investment reviews conducted by the Committee on Foreign Investment in the United States (CFIUS);

G-20 and G-7, such as issues arising from the G-20 Leaders' process initiated during the global financial crisis;

Foreign Investment, such as the negotiation of bilateral investment treaties (BITs);

Climate Change and Environment, such as establishment of the Green Climate Fund and negotiations towards the recent Paris Agreement;

Sovereign Debt, such as debt forgiveness under the Paris Club and international arbitration and litigation relating to defaulted sovereign debt;

International Banking and Securities, such as matters before the Financial Stability Board and the Basel Committee on Banking Supervision; and

Regional Issues, such as stabilizing Ukraine and Greece, negotiating outcomes with China under the Strategic and Economic Dialogue, and implementing Power Africa.

Interns are generally given assignments that cover the full range of the office's work; are encouraged to interact with clients and attend meetings with Treasury international affairs staff, other U.S. government agencies, and the private sector; and are expected to exercise original thinking and independent judgment. Excellent legal writing and organizational skills are required.

**APPLICATION:**

Applications are accepted on a rolling basis. Review of applications for Fall internships will begin no later than mid-April. Please send resume, cover letter, and transcript in PDF format to:

**Michele Quintana**

**Staff Assistant**

[Michele.Quintana@treasury.gov](mailto:Michele.Quintana@treasury.gov)

## **U.S. Securities & Exchange Commission**

The SEC boasts robust programs in which students experience real world and real time assignments that are directly related or are in support of our mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation through securities and financial market regulation.

Students work with SEC Staff members on projects covering a broad range of the Commission's mission such as conducting investigations of industry and issuer practices, assisting in the litigation of enforcement actions, and drafting proposed statutes and rules. SEC Staff members serve as professional mentors, assisting with research and writing projects as well as providing advice and guidance on career development. Students are invited to attend seminars, workshops, and commission meetings as a part of their service at the SEC. More information regarding the program is available here: <https://www.sec.gov/ohr/current-students-link.html>.

### **APPLICATION:**

Students must apply directly through USAJOBS: <https://www.usajobs.gov/GetJob/ViewDetails/508174000>

Application closes October 17, 2018. Decisions are rolling; early applications encouraged.

**Office of the United States Trade Representative  
Office of China Affairs**

The Office of the U.S. Trade Representative (USTR) is responsible for developing and coordinating U.S. international trade, commodity, and direct investment policy, and overseeing negotiations with other countries. The head of USTR is the U.S. Trade Representative, a Cabinet member who serves as the president's principal trade advisor, negotiator, and spokesperson on trade issues.

USTR is part of the Executive Office of the President. Through an interagency structure, USTR coordinates trade policy, resolves disagreements, and frames issues for presidential decision. USTR also serves as vice chairman of the Board of Directors of the Overseas Private Investment Corporation (OPIC), is on the Board of Directors of the Millennium Challenge Corporation, is a non-voting member of the Export-Import Bank Board of Directors, and a member of the National Advisory Council on International Monetary and Financial Policies.

The Office of China Affairs is responsible for managing USTR's formulation and implementation of U.S. trade policy for China, Taiwan, Hong Kong, Macao and Mongolia, with the goal of increasing access for U.S. products and services in these markets and ensuring that WTO and other commitments are enforced.

**RESPONSIBILITIES:**

Assignments may include research, analysis, statistics, coordination of briefing books, report preparation, meeting and conference planning, letter writing, and covering meetings, hearings, and/or legislative markups.

Applicants must be U.S. citizens. Selected applicants will be required to obtain a favorable security determination as a prerequisite to employment. USTR is a drug-free workplace. Recent or current drug use is not acceptable, and selectees will be required to complete a confidential pre-employment security questionnaire that includes questions on alcohol and drug use. USTR reserves the right to disapprove tentative selectees based on information provided in this questionnaire.

**QUALIFICATIONS:**

**A strong preference is given to students who can read or speak Chinese.**

**APPLICATION:**

Application requires résumé, cover letter and writing sample (5-10 pages). The cover letter should briefly state the reason for applying and your expectations from an internship with USTR. Cover letters should be addressed to:

**Ms. Audrey Winter  
Deputy Assistant U.S. Trade Representative for China  
Office of the U.S. Trade Representative  
1724 F Street, NW  
Washington, D.C. 20508**

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## **Washington Legal Foundation**

Washington Legal Foundation (WLF) is the nation's premier public interest law and policy center. WLF's mission is to preserve and defend America's free enterprise system by litigating, educating, and advocating for free market principles, a limited and accountable government, and individual and business liberties.

### RESPONSIBILITIES:

WLF seeks a full-time law clerk for the litigation division. Duties include legal research and writing and assisting in preparing briefs and submitting regulatory comments. Top 25% and law journal preferred. Strong writing and editing skills are mandatory.

### APPLICATION:

Be prepared to send a cover letter (expressing your interest in the position as well as dates and time of availability), resume, and a legal writing sample in advance of any interview. Cover letters should be addressed to:

**Mark Chenoweth**  
**General Counsel**  
**Washington Legal Foundation**  
**2009 Massachusetts Avenue, N.W.**  
**Washington, D.C. 20036**

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