

OFFICE OF COMPLIANCE
UNITED STATES CONGRESS

Intern or Extern Position (2 positions)

Start Date: May 2012

The Office of Compliance (OOC) is looking for law students to fill intern or extern positions for law school credit (or possible nominal monetary remuneration). This position is ideal for law students who might be interested in practicing employment law. Part-time and full-time students are welcome to apply. The positions are available for the summer on a full-time schedule and/or for the fall on a part-time schedule.

Responsibilities:

- Research issues relating to employment laws that apply to the Congressional workplace including the Americans with Disabilities Act, Fair Labor Standards Act, Title VII, Age Discrimination in Employment Act, Family Medical Leave Act, Genetic Information Nondiscrimination Act, and veterans' employment and re-employment rights.
- Assist in the drafting of research memoranda, regulations, and OOC procedural rules.
- Update educational materials on website.
- Prepare publications that are distributed to Congressional Members, employing offices in the Legislative Branch, and Congressional employees.

Qualifications:

- Completed at least two semesters at an accredited law school.
- Strong and efficient research skills using Westlaw.
- Excellent writing and verbal communications skills.
- Ability to multi-task and prioritize.
- Proficiency using word processing software.

Please submit your resume, official law school transcript, and a writing sample via email to:

marie.joseph@compliance.gov.