



# UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

## STUDENT INTERN (Model Intern Program)

**Announcement Number** USDC 26-04  
**Announcement date** March 2, 2026  
**Closing Date** April 17, 2026  
**Salary Range** CL 22  
\$17.72 - \$ 21.78 (depending on qualifications and experience)  
**Location** Anchorage, Alaska

**POSITION OVERVIEW:** The United States District Court for the District of Alaska is accepting applications for a one-year term student internship as part of the Model Intern Program offered through the Administrative Office of the United States Courts. The MIP seeks to provide college students an opportunity to internship with the federal courts throughout the country, preparing them for future employment opportunities within the federal judiciary.

This unique, year-long internship opportunity is being offered to junior and senior undergraduate students and will be based in Anchorage, Alaska. The incumbent will work full-time (no more than 40 hours/week) during the Summer semester and part-time (15-20 hours/week) during the Fall and Spring semesters. The incumbent will report directly to the Clerk of Court and may work directly with district court federal judicial officers, court unit executives, federal practitioners, law enforcement officers, probation and pretrial officers, information technology and bankruptcy court. This position will perform or assist in the performance of a variety of functions within the federal judiciary depending on qualifications and interests.

**REPRESENTATIVE DUTIES:** The Intern will function as a student trainee with duties and opportunities that may include:

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process;
- Observing judicial officers, judicial chambers personnel, U.S. Pretrial Services officers, U.S. Probation officers, Federal Public Defenders, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary;
- Working collaboratively with members of judicial chambers to effectively support judges in fulfilling their judicial responsibilities;
- Assisting judicial and/or administrative staff with jury matters;
- Assisting with court related special events, such as naturalization ceremonies, investitures, civics and community outreach events;

- Working with Clerk’s Office personnel to learn and perform office tasks, including electronic filing of case-related submissions, reviewing and archiving documents, as well as assisting with other administrative matters;
- Performing basic administrative functions, like collecting, organizing, and drafting documents;
- Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and/or administrative staff; and
- Performing other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Candidates must be a junior or senior during the 2026-2027 academic year and currently enrolled full-time and in good standing at an accredited college or university. The internship will start on June 15, 2026, and will conclude May 30, 2027.

**CONDITIONS OF EMPLOYMENT:** Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicant’s for review on the Court’s webpage at <https://www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies>.

**EXEMPLARY WORKPLACE:** The U.S. District Court Clerk’s Office for the District of Alaska is committed to promoting and maintaining an exemplary workplace where all people are treated with fairness, dignity, respect, civility, and tolerance.

### HOW TO APPLY:

Qualified persons must submit the following in a **single PDF document** to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov) in the following order:

- 1) A cover letter. In your cover letter please answer the following question: Why are you interested in this internship and what experience you hope to gain from it?
- 2) An updated resume;
- 3) At least one (1) character reference from a college professor; and
- 4) A completed, [Application for Judicial Branch Federal Employment, form AO 78](#).



Scan QR Code to arrive at the U.S. District Court, District of Alaska, Careers webpage.

*The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.*

***The United States District Court is an Equal Opportunity Employer***