

# UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF TEXAS



## 2013 Summer Externship Opportunity Dallas, Texas (UNPAID)

Open Until Filled

---

Our Dallas Divisional Manager is seeking students interested in participating in a summer externship. The program provides students interested in public administration an opportunity to observe the functions of the federal judicial system and understand bankruptcy proceedings.

Comprising 100 counties, the United States Bankruptcy Court for the Northern District of Texas is one of the largest federal court districts in the United States. The mission of the United States Bankruptcy Court, Northern District of Texas, is to serve the public and all parties in providing access to the bankruptcy system, and in fairly and justly resolving matters that come before our Court. The externship will introduce students to the functions of The Bankruptcy Clerk's Office and how it relates to the federal and state legal processes.

The Clerk's Office offers a professional environment and a good introduction to the federal judiciary. The externship combines regularly scheduled hours per week of training, research projects, and work experience. The Divisional Manager will work with the selected candidate (s) to determine a feasible work schedule consistent with your school's program requirements.

### **Activities include:**

- Training related to the federal court system and the bankruptcy process
- Interviewing staff to learn about various functions within court operations
- Translating user requirements into business process documents
- Attending bankruptcy related meetings, hearings and court proceedings

**Special Projects:** Students will work on business process mapping and work measurement. Activities will include process identification and documentation, defining business processes, information gathering, interviewing and mapping, analysis, and recommendations on improvements. Students will identify and document systems being used by staff to perform the work.

Information will be used for improving business processes, developing operating standards, developing an Active Directory Organizational Unit Structure, and for use in creating a virtual desktop environment.

**Recommended Experience:** An understanding of the concepts and methods of information systems analysis and design is recommended. In addition, course work focused on process

mapping, business analysis, integrating business processes, project management, and information resource management will be highly useful.

**Qualifications:**

Undergraduate students of advanced classification (junior/senior), graduate students and students of law, public policy, public administration, political science, business, business administration and other related areas of concentration are encouraged to apply. Furthermore, candidates must:

- Be enrolled in an approved university or college internship program or semester directed study project in a related subject matter
- Have strong PC skills, including MS-Office applications
- Have excellent written and oral communication skills
- Have strong research skills
- Have the ability to work quickly and accurately with detail
- Have a high energy level, initiative, and follow-through
- Have the ability to work with and learn quickly from others
- Have a professional demeanor and appearance
- Have the ability to work independently with minimal supervision
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to professionally interact with executives

Applicants must be U.S. citizens or eligible to work in the United States. Non-U.S. citizens who wish to be considered must submit proof of employment eligibility prior to start date. Final candidates selected for this opportunity are subject to a full background investigation including fingerprint and criminal records check.

**To Apply:**

Submit a letter of interest and resume to the Dallas Divisional Manager, Jason Edwards, at [jason\\_edwards@txnb.uscourts.gov](mailto:jason_edwards@txnb.uscourts.gov).

**\*\*PLEASE NOTE\*\***

*As this opportunity is unpaid, students must arrange with their school to receive credit for this experience. Moreover, neither parking nor transportation costs will be reimbursed. THIS IS NOT A CLERKSHIP; student(s) will not perform the duties of a law clerk. If you are a law student, you cannot participate in a law firm internship concurrently with an externship in the Clerk's Office.*

*Due to the volume of applications received, we will only communicate with those individuals invited for an interview.*

United States Bankruptcy Court  
Northern District of Texas  
Dallas Division  
Earl Cabell Building, U.S. Courthouse 1100 Commerce Street, Room 1254  
Dallas, Texas 75242-1496  
Main: (214) 753-2000  
[www.txnb.uscourts.gov](http://www.txnb.uscourts.gov)