



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF PENNSYLVANIA

TIMOTHY B. McGRATH • CLERK OF COURT
ROBERT N.C. NIX U.S. COURTHOUSE, 900 MARKET STREET, PHILADELPHIA, PA 19107, TELEPHONE (215) 408-2800

SUMMER INTERNSHIP

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| Announcement Number: | 25-04 |
| Position Title: | Summer IT Internship (2 Full-Time Positions) |
| Term of Internship: | May 5, 2025 - August 8, 2025 |
| Work Schedule: | Monday - Friday 8:30 to 5:00 pm (In Office) |
| Salary: | CL 24 (Annual Salary \$48,770 - \$79,263), based on previous experience |
| Position Location: | Philadelphia Office 900 Market Street, Ste 400 Philadelphia, PA |
| Open Date: | April 30, 2025 |
| Closing Date: | Open Until Filled |
| Area of Consideration: | Current students enrolled in an accredited undergraduate or graduate program. |

POSITION SUMMARY:

This position is for a summer intern who will assist with the roll-out of new computers, disposal of old IT equipment, conduct an inventory review of equipment, and assist with Microsoft Word training. Technical experience is not required but preferred. Training will be provided. The candidate is a motivated individual with a strong attention to detail and the ability to work independently.

- Install new computers and remove old equipment.
- Performs physical inventory and reconciles to computer-generated reports.
- Performs routine clerical duties, including data entry.
- Performs miscellaneous job-related duties as assigned.
- Must be able to lift a minimum of 25 pounds comfortably.
- Performs IT security related training and implementation

KNOWLEDG SKILLS and ABILITIES REQUIRED:

- Experience with Microsoft Windows and Microsoft Word.
- Ability to analyze and solve problems.
- Ability to prepare routine administrative paperwork and reports.
- Clerical, word processing, and general office skills.

HOW TO APPLY:

To be considered for this “at will” position, applicants must submit the following required documents:

- Cover Letter
- Resume detailing all relevant experience, education, and skills.

Failure to submit the required cover letter and resume will result in immediate disqualification. Only applicants selected for an interview will be contacted and must travel at their own expense. Virtual interviews may be conducted in lieu of face-to-face interviews. One application per candidate will be accepted for this announcement. Applicants selected for an interview will be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78) before a final offer can be made.

Application materials may be mailed or hand-delivered to:

United States Bankruptcy Court Eastern District of
Pennsylvania Attn: Human Resources
900 Market Street, Ste 400
Philadelphia, PA 19107
Reference Announcement # 25-04

or e-mailed to: PAEB_HR@paeb.uscourts.gov

Questions, please contact the Human Resources Department at 215-408-2808.

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome.

**The United States Bankruptcy Court for the Eastern District of Pennsylvania is an
Equal Opportunity Employer.**