



United States Court of Appeals for the Sixth Circuit

MEDIATION INTERN

Cincinnati, OH Part-Time
\$29.60 per hour (CL 27/01)

About the Court

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with a contemporary vibe. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country**. Explore our remarkable city at: cincinnati.chamber.com and check out our awards at cincyusa.com.

Position Summary

This is a part-time (20 to 24 hours) temporary position beginning in May 2025 and ending in August 2025, depending on the student's school calendar. Partial telework may be available.

The Appellate Mediation Intern supports the Circuit Mediation Office's work to resolve cases through facilitated negotiations; reviews, analyzes, and evaluates the merits of cases; shares the evaluation with mediators; reviews court pleadings, docketing statements, briefs, mediation statements, and case law; researches developing dispute resolution techniques; develops materials to educate the public and bar about court mediation programs; assists in developing, preparing and analyzing statistical reports concerning the referral and disposition of cases; and performs research and writing and other tasks as assigned.

Qualifications

Coursework in mediation is preferred but not required. The successful applicant for the position will have an interest in dispute resolution; possess strong research and writing skills, possess the ability to work under varying time constraints, possess excellent organizational and interpersonal skills, present a professional image and demeanor, and exercise appropriate discretion in dealing with confidential information. Experience with and skills in using computer-based applications, including word processing, are required. Applicants must have completed at least one year at an accredited law school.

How to Apply

Please submit a single PDF application including (1) a cover letter, (2) resume, (3) attached questionnaire*, and (4) a recent writing sample of seven pages or less to the Director of Human Resources [via our online application system](#) under 'Upload Resume'. The writing sample should be edited only by the applicant; excerpts from a larger work should include an introduction that provides sufficient context and orientation. To ensure consideration, applications must be received by January 31, 2025. Virtual interviews will take place the week of February 10, 2025.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Selectees are subject to a background check and are provisionally hired pending results of the background check. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.

The Court of Appeals values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants. If a reasonable accommodation is needed during the recruitment process, please contact Human Resources at humanresources@ca6.uscourts.gov.

* The questionnaire can also be found at www.ca6.uscourts.gov/employment.



United States Court of Appeals for the Sixth Circuit

MEDIATION INTERN QUESTIONNAIRE

Please provide the following information:

Name:	
Undergraduate and Graduate School(s), Date(s) of Graduation, GPA, Degree(s) and Major(s):	
Name of Law School and Anticipated Graduation Date:	
Current Year in Law School:	
Law School GPA and Scholastic Rank:	
Provide Details on Law Journal and/or Moot Court Participation and Relevant Dispute Resolution Experience, Awards, or Competition(s):	