



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 14138

POSITION TITLE: STUDENT AIDE I (Internship Opportunity) **JG: NS**

LOCATION: Multiple positions are available throughout New York State

BASE SALARY: \$18.00 Hourly

CLASSIFICATION: **Full-time - Temporary (July 7 to August 13)**

QUALIFICATIONS: High school students and recent high school graduates (within the last 2 years) 17 years or older at the time program starts, and college students. Those under the age of 18 must obtain an employment certificate, also called working papers, in order to hold a job in NYS. Applicants under the age of 17 as of July 7, 2025, will be disqualified.

ASSIGNMENT: The mission of the NYS Unified Court System is to deliver equal justice under the law and to achieve the just, fair and timely resolution of all matters that come before the courts. To promote civic education and readiness, we have developed an Internship Program for high school and undergraduate college students that enhances students' fundamental understanding of the court system and the role of courts in the function of government. Interns are provided the opportunity to integrate classroom education and theory with practical and relevant career experience. Interns will gain insight regarding the work of judges, attorneys, court clerks, court reporters, court officers, interpreters, and other professionals and receive hands-on experience in the work of the courts.

We are committed to providing an interactive program where participants are involved in various aspects of court operations and will develop a concrete understanding of the Judiciary, civil, family, and criminal justice systems, and the roles of professionals working in service of our mission. Participants will be exposed to court processes; educated on applicable laws, rules, and protocols; and informed about careers available within the Judiciary. Students will also acquire an understanding on ethical and professional practices and Code of Conduct for employees; receive hands-on experience under the supervision of experienced professionals; and gain civic knowledge to serve the public good as members of a culturally diverse, democratic society.

There are multiple opportunities available throughout the state. Interns will be assigned to a District Office (Albany, Schenectady, Syracuse, Binghamton, Rochester, Buffalo, White Plains, Mineola, and Central Islip), a NYC Chief Clerk's Office, or the Office of Court Administration (NYC or Albany). The Internship program will run from July 7, 2025 through August 13, 2025. Candidates should have an interest in working and learning about the justice system and/or legal profession. Students who are economically disadvantaged or come from under-served communities are encouraged to apply.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit an application at <https://portal.nycourts.gov/StudentAideApplication/> and a written statement/essay answering the following 2 prompts (1 page max) to the Hon. Edwina Richardson, Deputy Chief Administrative Judge for Justice Initiatives:

- Why do you want to participate?
- Describe an obstacle you faced in life or school and how you addressed it.

For additional information regarding the internship application process, insights into other interns' experiences, and a deeper understanding of the NYS Unified Court System, please visit the [Intern Hub](#).

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: December 16, 2024

APPLICATIONS MUST BE RECEIVED BY: January 31, 2025

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
