



U.S. District Court/Berger Institute Internship

The Berger Institute is pleased to offer an exciting internship on human resource policies with the U.S. District Court (Los Angeles, CA). This internship opportunity provides a student with real world experience and exposure to human resources policy making and operations at the U.S. District Court. Interns will work in the Human Resource Department and will be involved in daily administrative and human resources related tasks and assignments.

Qualified applicants should meet the following criteria:

- **Strong proofreading, writing, and communication and organizational skills**
- **Ability to work both independently and with a team**
- **CMC student**
- **CMC Student must enroll in INT 199: Summer Internships in Leadership or Independent Study**
- **Interns must work a minimum of 200 hours over at minimum 2-month duration as a requirement of INT 199**
- **Grade point average, community involvement, and leadership experience are also an important part of the total assessment of student applicants**

This is an unpaid internship and students should enroll in INT 199 to receive one-half course credit and may apply for a sponsored internship.*

Name: _____

Last

First

MI

Mailbox number: _____

Cell Phone: _____

Email address: _____

Major Field of Study: _____

Cumulative GPA: _____

Class: Fr. Soph. Jr. Sr.

Applications deadline for Summer 2012: **February 1, 2012**

- Completed application form
- Resume
- Transcript (printout from CMC portal is sufficient)
- 1 recommendation (must be from a faculty member)

**Submit application and all material to:
Heather Antecol, Director - Bauer 327**

For more information, email hantecol@cmc.edu
or come by the Director's Office (Bauer 327).

*Applications for sponsored internships are due by March 20, 2012 and details on how to apply are found at <http://cmc.edu/csc/SponsoredInternships/SponsoredSummerInternshipPrograms.php>. Please submit all relevant materials directly to Career Services if you are interested in applying for a sponsored internship.