

# Semester in D.C. Program Externship (and Job) Placement Resources June 23, 2017

This document focuses on helping you find a Semester in DC Program externship. This information can also help you find a summer internship or permanent job in DC.

## I. SDC Program Resources

### A. Employer Lists

1. **The “SDC Affiliated Employer List” document.** This is the best place to begin.
  - **How to get the List:** You can download it from the Semester in DC Program webpage at <http://www.law.pitt.edu/academics/experiential/dc>. Go to the “Students” tab at the bottom of the page, look under the last bullet point, and click the “SDC Employer List” link. You will be asked to enter your Pitt ID and password to access the document. You can also email Professor Baylis at [pittindc@pitt.edu](mailto:pittindc@pitt.edu) to request that the document be emailed to you. (It is not openly available on the Internet because it contains personal contact information for alumni.)
  - **Employers With Pitt Law Connections:** The SDC Affiliated Employer List lists employers with whom the SDC Program has a connection and who are interested in working with Pitt Law externs. This includes employers who have hired Pitt Law students in the past, employers where we have supportive Pitt Law alumni, and some employers who have directly contacted us looking for applications from Pitt Law students.
  - **Pitt Law Contacts for These Employers:** This list also provides e-mail addresses for Semester in D.C. students and alumni who have worked for these employers and have offered to talk to interested students. You are encouraged to contact these alumni and students to learn more about these employers.
  - **How to Apply to Congress:** This document also contains information on how to apply to Congress, including both general information and contact information for House and Senate offices where Pitt Law students have worked.
2. **The “SDC Unaffiliated Employer List” document.**
  - **How to get the List:** This document can also be downloaded from the Semester in DC Program webpage or requested from Professor Baylis, just like the “SDC Program Affiliated Employer List” above. Just click on the “SDC Unaffiliated Employer Information” link in the same location as the “SDC Affiliated Employer List” above.
  - **More DC Employers:** This document lists some of the other employers who post legal and policy internship announcements, but with whom we have not yet worked directly. This is a good starting place for exploring potential externship sites; just keep in mind that it includes only a handful of the many possibilities.

### B. Internship Announcements

We also circulate new internship announcements from employers. You can access these announcements in three ways:

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1. **Join the Semester in D.C. Program e-mail list.** Email Professor Baylis at [pittindc@pitt.edu](mailto:pittindc@pitt.edu) to be added to the list. You will receive e-mail notifications of internship opportunities, and also of particularly important Semester in D.C. Program or Washington job news.
2. **Join our LinkedIn page.** The LinkedIn page, <http://www.linkedin.com/groups/Pitt-Law-Semester-in-DC-4269272>, has announcements about Washington-area spring externships, summer internships, post-graduation jobs, and Washington-area events.
3. **Check Symplicity.** We also forward job and internship information to OPCD for posting on Symplicity, <https://law-pitt-csm.symplicity.com/students/>.

## II. External Resources

### A. Websites and Listservs with Government/Non-profit Job & Internship Announcements

These are just a few of the websites and listservs that circulate these announcements.

1. PSJD, <http://www.psjd.org>. On-line clearinghouse for public interest job listings and career resources for law students and lawyers.
2. Indeed, <http://indeed.com>. Pulls from many job posting sites. You can set alerts for positions, such as "policy analyst/associate," etc.
3. Idealist, [www.idealists.org](http://www.idealists.org). You can set up a "job agent" that will send you a daily blast of all the new jobs posted within the categories you tell it. There are options for type of work, organization type, location, salary, etc.
4. Tom Manatos Listserv, <http://www.tommanatosjobs.com/> Hill jobs and other political/policy jobs in DC (and sometimes other places). Send an e-mail to [TomManatosJobsList-subscribe@yahoogroups.com](mailto:TomManatosJobsList-subscribe@yahoogroups.com) to receive registration instructions.
5. Scott Baker M.R. Baker/Capitol Hill Jobs discussion on Google Groups, <https://groups.google.com/forum/?fromgroups=#!topic/capitol-hill-job-list-by-mr-baker/kfmVB0FdS9o>. Scott Baker runs 3 lists: Capitol Hill Jobs, Non-Capitol Hill Jobs, and Internships. Send an email to [scott.m.r.baker@gmail.com](mailto:scott.m.r.baker@gmail.com) and tell him which lists you want.
6. Jobs That Are Left, <http://groups.google.com/group/jobsthatareleft?hl=en>. Progressive political jobs across the country, mainly campaign jobs.
7. Hill Zoo, [www.hillzoo.com](http://www.hillzoo.com). Hill jobs and some advocacy/policy positions.
8. Roll Call, [www.rcjobs.com](http://www.rcjobs.com). Hill jobs and some advocacy/policy positions.

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9. Civil Rights Career Center, [http://www.civilrights.org/career\\_center/](http://www.civilrights.org/career_center/). Lists open positions at The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund, as well as at member organizations and other civil rights organizations.
10. Non-Profit Job Market, <http://www.nonprofitjobmarket.org/search.aspx>.
11. YNPN DC (Young Nonprofit Professionals Network), [www.ynpn.org](http://www.ynpn.org)
12. Women Information Network (WIN), <http://www.winonline.org/> Network for Democratic, pro-choice women. Sign up to be a member to receive the WINList: a daily listserv that announces job openings, upcoming events, and political action opportunities.
13. International Jobs Center, <http://www.internationaljobs.org/> International careers for professionals, including international development jobs.
14. DC Bar Career Center, <https://www.dcbar.org/bar-resources/career-center.cfm>
15. Bar Association Career Centers. Membership to the American Bar Association, Federal Bar Association and various state and local bar associations can provide the benefit of a members only listserv or job bulletin.

## B. Direct Government Job/Internship Listings

1. CRS Report "Internships, Fellowships and other Work Experience Opportunities in the Federal Government," <https://www.senate.gov/CRSPubs/1f2aeca3-772c-4de2-a991-cb47a02967b5.pdf>. This report explains how federal internship and fellowship programs work and lists specific opportunities in all three branches of government. It is updated annually.
2. Congressional jobs & internships. U.S. House Employment Bulletin, [http://www.house.gov/content/jobs/hvaps\\_subscribe.php](http://www.house.gov/content/jobs/hvaps_subscribe.php), and U.S. Senate Employment Bulletin, <http://www.senate.gov/employment/po/positions.htm>.
3. The Government Honors & Internship Handbook, <http://arizonahandbooks.com/u/PittLaw>, lists internship opportunities with federal agencies and is updated annually. (For login/password, contact the Career Services Office).
4. The USAjobs Student Jobs site, <https://www.usajobs.gov/StudentsAndGrads>, lists internship opportunities with federal agencies.
5. See [www.firstgov.gov](http://www.firstgov.gov) for a complete listing of federal agency offices.
6. Federal Agencies frequently have job/internship information on their websites.

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7. For Congressional internships, check the websites of the Senators and Representatives for Pennsylvania and any other state with which you have contact for internship information. Keep in mind that while the work described on a website is usually intended for undergraduate interns, many offices are also interested in hiring legal interns for law-related work: Senate Member List, [http://www.senate.gov/general/contact\\_information/senators\\_cfm.cfm](http://www.senate.gov/general/contact_information/senators_cfm.cfm), and House Member List, <http://www.house.gov/representatives/>.

## III. General Tips

**Talk to People.** In addition to using the information in this document, talk to people. Professors, alumni, and OPCD can provide advice about Washington-area employers that might be of interest to you. Professor Baylis is available to discuss your externship search and can connect you to other alumni, practitioners and professors who might be able to help you. The Internet and document resources provided here are great, but be sure to also reach out to our Pitt Law community.

**Contact Employers Proactively.** Many employers that do not advertise externship openings would nonetheless be happy to have a law student intern. Search for employers that do interesting work, regardless of whether they advertise internships. If you are interested in an employer, it is worth inquiring with them directly about whether they would be interested in a law student extern. Also, even if an internship is advertised as part-time it may be possible to do it full-time, so if you are interested you should contact the employer with that question either before applying or during the interview process.

As you search, keep in mind the six SDC requirements for externship sites:

1. Your employer must be either a non-profit organization or a government office;
2. Your employer must enable you to work sufficient hours to earn the credits for which you are registering (You must work 52 hours for every credit. Over the course of a 14 week semester, this amounts to 1 full day of work per week for every two credits, so if you are registering for 10 credits you will need to work 5 days a week, 8 credits requires 4 days a week, and so on.);
3. Your employer will give you primarily law- or policy-related work;
4. You will be supervised by an attorney or by an equivalent policy professional if you are doing a policy-related internship;
5. Your externship will be unpaid (except for reimbursement of expenses or a stipend of up to \$ 3,375); and
6. You will be working in the office (no telecommuting).