



HACU

H I S P A N I C
A S S O C I A T I O N
O F C O L L E G E S &
U N I V E R S I T I E S

Paid Internships Available for Summer 2024

The Hispanic Association of Colleges and Universities (HACU) National Internship Program (HNIP), in partnership with the **Department of Justice (DOJ)**, is currently seeking students to fill the following **paid internship positions**. Please disseminate this information at your campus.

- Pay rates:
 - Undergraduate students: \$17.20/hour
 - Graduate students: \$18.75/hour
- Positions are open for U.S. Citizens only
- Seeking recent graduates or current students attending an accredited college or university.

Students interested in the positions available must apply online at <https://www.hacu.net/hacu/Apply.asp>. Please email hnip@hacu.net once the application has been submitted.

For any additional questions, you may contact the HNIP office at hnip@hacu.net or at 202-467-0893.

POSITIONS AVAILABLE:

POSITION: Paralegal Interns in the USTP Field Offices

INTERNSHIP LOCATIONS:

Los Angeles, CA, San Francisco, CA, Fresno, CA, Sacramento, CA, San Diego, CA, Santa Ana, CA, San Jose, CA

AGENCY: Department of Justice (DOJ)

HOURS: 40/week

ASSIGNMENTS: Paralegal interns will assist office staff with a variety of tasks related to administrative and legal support services, and legal research.

Interns may be assisting with tasks, such as:

- Assisting with a variety of paralegal support assignments relating to bankruptcy cases.
- Providing support on assignments that generally involve the form, content, and processing of legal documents and the procedures involved in storing and retrieving case information.
- Providing trial and deposition support to include the organizing and creation of exhibits.
- Conducting factual research related to public corporations and corporate grievances. Verify citations and legal references. Format, edit, and proofread documents.

- Reviewing bankruptcy petitions, schedules, and statements to identify fraud or abuse.
- Observing Initial Debtor Interviews, 341 Meetings of Creditors, and court hearings.

The ideal candidate will have excellent research skills, show attention to detail, desire to work as part of a small team of professionals, and be committed to fairness and integrity in the administration of the bankruptcy system.

POSITION: Analyst/Auditor Intern in The United States Trustee Program (USTP) Offices

INTERNSHIP LOCATIONS: Los Angeles, CA, San Francisco, CA, Fresno, CA, Sacramento, CA, San Diego, CA, Santa Ana, CA, San Jose, CA,

AGENCY: Department of Justice (DOJ)

HOURS: 40/week

ASSIGNMENTS:

Analyst and Auditor interns will assist office staff with financial analysis and related investigative work associated with bankruptcy cases. This analysis and investigative work support the litigation and civil enforcement efforts of USTP.

Interns may be assisting with tasks, such as:

- Working closely with staff, including attorneys, paralegals, and auditors, to review and analyze bankruptcy cases.
- Assisting with determining adequacy and accuracy of financial documents submitted, including review and analysis of bankruptcy and financial documents, sometimes for testimony at trial.
- Assisting with reviewing and analyzing bankruptcy cases administered by standing and panel trustees.
- Assisting with reviewing the debtor's compliance with required forms and documents.
- Observing Initial Debtor Interviews, 341 Meetings of Creditors, and court hearings.

Seeking students to study accounting or a degree in a related field such as business administration, finance, or public administration. The ideal candidate will have excellent research skills, show attention to detail, desire to work as part of a small team of professionals, and be committed to fairness and integrity in the administration of the bankruptcy system. Before entry on duty, all interns must undergo a suitability determination based on information provided in their security forms, a credit report, and a fingerprint check. This process can take several weeks.