United States District Court Southern District of Iowa Student Internship Program

Position: Web Developer-Designer

Compensation: Unpaid Internship

Location: Des Moines

The internship program is available in the U.S. District Courthouse in Des Moines. This is strictly a volunteer position under the supervision of the Chief Deputy.

Job Summary:

The Web Developer-Designer is responsible for the development and design of a website and components for external court users. The developer will design, develop, test, and deliver a completed website and components. Best practices and design methods will be utilized to ensure the success of this project. The developer will have the ability to create the website and components from the requirements stage, through design and development. Experience in graphics, layout, scripting, programming, as well as development involving compatibility is required. Incumbent will have experience with HTML, PHP, MySQL, and Joomla (particularly Joomla modules). The website will be incorporated as a sub-site within the www.iasd.uscourts.gov website.

Flexibility, adaptability, and the ability to learn quickly in various technical and creative environments, while delivering quality work by tight deadlines, are key attributes of this individual.

Principal Responsibilities:

- Operates effectively as a member of the development team.
- Operates effectively as an individual for quick turnaround of enhancements and fixes.
- Responsible for meeting expectations and deliverables on time and in high quality.
- Responsible for the development of a web site and its components.
- Responsible for design and development of web pages, graphics, and multimedia.
- Effectively develops in a clean, well structured, and easily maintainable format.
- Utilizes storyboarding and graphic pre-designs where appropriate.
- Demonstrates creative, technical, and analytical skills.
- Demonstrates ability to communicate effectively in both technical and business environments.

Qualifications:

To be considered for the internship position, candidates must meet the following minimum qualifications:

1. College student who has front-end and some back-end development experience. More important is the experience of seamless integration of front- to back-end functionality.

- 2. Experience in cross-browser compatibility.
- 3. HTML, PHP, MySQL, and Joomla as well as Joomla module development.
- 4. Practical experience in development of HTML, graphics and media creation.
- 5. Must have a commitment to regular attendance, maintain a positive and pleasant work attitude, work well in a team environment, have a high level of energy, and must deal tactfully and effectively with the bar and public while maintaining a high quality standard of work.
- 6. Excellent written and oral communication skills.
- 7. Be willing to sign an "Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees" form.

Benefits:

Interns are not entitled to any benefits with the Court. All services are to be rendered solely on a voluntary basis. Applicants will need to check with their school to see if they can receive academic credit.

Miscellaneous:

The Court reserves the right to modify the conditions of this internship position or to withdraw the announcement. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of the internship.

Expectations of Student Intern:

The intern will be expected to:

- Adhere to the Clerk's Office work hours or an established work schedule
- Follow Clerk's Office policies and procedures
- Strict observance of the Code of Conduct for Judicial Employees

How to Apply:

Submit a cover letter and resume to:
United States District Court
Southern District of Iowa
Attn: Mindi Decker
P.O. Box 9344
Des Moines, IA 50306-9344
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515-284-6392

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