



**The Pre-Law e-Newsletter from Pre-Professional Programs & Advising**

\*Best viewed in HTML\*

**Vol. 4, No. 5**

Friday, November 5, 2010 – Thursday, November 18, 2010

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**1. MESSAGE FROM ANA L. DROSCOSKI, ESQ.**

It is not too early to be thinking about what you will be doing this summer. Though listings for summer positions may not be posted until winter or early spring, various federal government agencies will have opportunities through the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). Learn more about these programs below, in section 3.

This summer, JHU's Center for Social Concern (<http://www.jhu.edu/csc/about.shtml>) will launch a paid, public interest internship program. Learn more about this program below, in section 2. If you do not know what or where the Center for Social Concern is, stop by their open house on Wednesday, November 10, from 4 to 7 p.m. at 3103 N. Charles St. Food will be provided, and all are welcome!

**2. HOPKINS SOCIAL IMPACT INTERNSHIPS**

JHU's Center for Social Concern will offer a limited number of Baltimore area paid internships to undergraduate students for summer 2011, through their Hopkins Social Internships program.

Key features of the program are:

- Choice of interest areas, such as public health, education, government, environmental and sustainability issues, etc.
- Pay for work done in a non-profit organization, government agency, or community association in the Baltimore community
- A full orientation program, weekly group meetings, and an evaluation session. Interns will be compensated for these sessions as part of their work assignments.

Duration of program: May 31, 2011 to July 30, 2011

Compensation: \$18.80/hr or \$5000 (if all requirements are met)

Application Deadline: December 10, 2010

For additional information and/or an application, contact:

Bill Tiefenwerth, Director  
Center for Social Concern  
3103 N. Charles St.

[btief@jhu.edu](mailto:btief@jhu.edu)

410.516.4777

### **3. STUDENT EDUCATIONAL EMPLOYMENT THROUGH THE FEDERAL GOVERNMENT: STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP) & STUDENT CAREER EXPERIENCE PROGRAM (SCEP)**

#### ***Two Federal Government Programs for Summer and Academic Year Employment***

<http://www.usajobs.gov/studentjobs/index.asp>

**The Student Temporary Employment Program (STEP)** provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic course load in an accredited 4 year college or university, graduate or professional school. The STEP provides maximum flexibility to both students and managers because the nature of the work does not have to be related to the student's academic or career goals which benefits both agencies and students. Agencies can discover first-hand the abilities of a potential employee.

**The Student Career Experience Program (SCEP)** provides work experience which is directly related to the student's academic program and career goals. Agencies can bring well educated graduates into their workforce while at the same time give their managers the ability to evaluate the student's performance in real work situations. Students, on the other hand, can avail themselves of such flexibilities as year round employment and flexible work schedules and assignments. Students in the SCEP gain exposure to public service while enhancing their educational goals and shaping their career choices. Students in the SCEP may be non-competitively converted to term, career or career-conditional appointments following completion of their academic and work experience requirements.

#### **NEXT STEPS...**

Students may visit these OPM websites at: <http://www.opm.gov/employ/students/index.htm> and [http://www.opm.gov/Strategic\\_Management\\_of\\_Human\\_Capital/fhfr/FLX04020.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/FLX04020.asp) for additional information.

#### **4. INTERVIEW: ANNA MARGOLIS (JHU '09), PARALEGAL, DEPARTMENT OF JUSTICE**

Anna Margolis graduated from Johns Hopkins University in 2009 with a BA in Political Science, where she also minored in Spanish for the Professions. During the fall of her junior year, she studied abroad in Madrid, Spain through the Hopkins in Spain program. While at Hopkins, Anna was involved in the Political Science Honors Society, the JHU Student Ambassadors, and tutored students in Spanish. She was also a member of the Ladybirds Dance team for three years and held a position as the team historian.

Upon graduation, Anna worked as a summer staff assistant for the Department of Homeland Security. In September of 2009, she began her position as a paralegal specialist for the Housing and Civil Enforcement Section of the Civil Rights Division of the Department of Justice.

#### **1) Describe a day in the life of a Paralegal Specialist for the Department of Justice.**

Paralegals in my section are assigned to work on specific cases, instead of being assigned to work with particular attorneys. Therefore, the day-to-day matters depend on which stage of litigation the case is in. Something really cool is that you get to see how the cases develop from the beginning stages of the investigation. When memos and briefs are waiting to be reviewed, I have time to catch up on administrative matters such as responding to citizen correspondence and using databases to locate witnesses and conduct phone interviews. Administrative tasks are going to be part of the job regardless, but sometimes it is a nice break to have these tasks to do during downtime.

Other paralegal duties include cite-checking briefs, doing legal research, and managing databases. A typical day mostly depends on which case has time sensitive work that must be completed. In my section, travel is involved as part of the position. I have traveled to locate/interview witnesses or victims and attend depositions. Also, the Assistant Attorney General used to work in my section, so sometimes he attends our meetings!

**2) What types of post-graduation opportunities did you research? How did you go about your search?**

I initially planned to apply to law school during the fall of my senior year at Hopkins. After much consideration, I decided to take time off to make sure that law school was the right choice for me, and to gain some practical experience. I looked into a variety of job opportunities including research jobs, AmeriCorps, government paralegal positions, and corporate paralegal positions. I began by networking with friends and alumni. I also used the Career Center and J-Connect quite frequently. At one point, I sent my resume to about 15 private law firms in the DC area that had openings for paralegal positions.

**3) What made you choose this particular position and has it met your expectations?**

I was quite certain that a paralegal position would be ideal for me. I wanted to gain insight and exposure into the practice of law and also possibly determine what kind of law I would like to practice some day. This position is exactly what I wanted. I came into the position without having any legal experience, and I have learned a lot. I definitely feel well prepared for law school.

**4) What do you think you have gained from this position and from taking time off before law school? Given the choice, would you do it again?**

After working for over a year now, I have been able to observe and take part in the work that attorneys do on a daily basis. At first, I was hesitant that the position required a two-year commitment because I originally planned on taking only one year off of school. I now think that two years is a perfect amount of time to take off before law school, because the learning curve is so steep the first year of working, especially having never been a paralegal before. The work has been both stimulating and challenging. I have had a great experience, and I would definitely make the decision to work here again.

**Contact Information**

If you would like to learn more about being a paralegal, the Department of Justice, or have any further questions for Anna Margolis, you may contact her via email at [Anna.Margolis@usdoj.gov](mailto:Anna.Margolis@usdoj.gov)

**5. UPCOMING PRE-LAW MEETINGS AND PROGRAM ANNOUNCEMENTS**

**Upcoming LSAT Administration for 2010**

**Location: Check with LSAC for testing locations (next on campus/JHU LSAT administration – June 6, 2011).**

**Date: Saturday, December 9, 2010; Saturday, February 12, 2010**

**Time: Registration begins at 8:30a - consult with LSAC for all controlling details.**

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Ana L. Droscoski, J.D., Assistant Director, Pre-Law Advisor & Pre-Dental Advisor

David Verrier, Ph.D., Director, Pre-Health Advisor

Kirsten Kirby, M.S.Ed., Assistant Director, Pre-Health Advisor

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The Administrative Coordinators are available to answer questions regarding your file:

Carolyn Mae Krause, Administrative Coordinator, [ckrause@jhu.edu](mailto:ckrause@jhu.edu) 410-516-6744

For students whose last name begins with A-L, contact Mrs. Krause.

LaTonia Sanders, Administrative Coordinator, [ladytee@jhu.edu](mailto:ladytee@jhu.edu) 410-516-4140

For students whose last name begins with M-Z, contact Mrs. Sanders.

Angie Decker, Office Manager, [decker@jhu.edu](mailto:decker@jhu.edu)

Please feel free to use the resource library between 8:30 a.m. and 4:30 p.m. every day or visit our website <http://web.jhu.edu/prepro/> for additional information.

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