

**Position Available:** Special Assistant to Tom Goldstein

**To Apply:** Send materials (see below) to [jharrow@akingump.com](mailto:jharrow@akingump.com) by Friday, May 11 at the latest.

**Responsibilities would include:**

- Being involved in all aspects of the Supreme Court practice and in SCOTUSblog. This includes tracking the Supreme Court's calendar and docket; doing research for and writing substantive blog posts and feature commentary in Legal Times magazine about pending cases; interviewing authors and others associated with the Supreme Court for the blog; recruiting and managing other blog writers from the firm and from the two law school clinics; and managing technology for blog and new Internet ventures.
- Obtaining briefs and others materials from the Supreme Court, government officials, and practitioners for internal review and/or public posting.
- Preparing, filing and serving Supreme Court and appellate court briefs and other legal documents. This involves cite checking and proofreading briefs, coordinating changes among an array of attorneys, creating appendices, and ensuring that all documents are printed, filed, and served before deadlines.
- Doing background research about clients, potential clients, and cases. This involves monitoring an array of current news sources and blog posts as well as online databases, both online and off.
- Some (although relatively few) administrative tasks, such as coordinating Tom's calendar and ensuring that travel plans and meeting arrangements are taken care of. These tasks would be shared with another special assistant (Jason).

**Qualifications:**

- Strong interest in learning about the U.S. Supreme Court and its workings. Undergraduate experience with law-related courses is a plus, though not a requirement, as is an interest in attending law school. Current part-time law students are also welcome to apply.
- Interest in intellectual property and patent law is a plus, though this is also not a requirement.
- Some experience working with (or at least interest in) blog or website technology. No computer programming is necessary, but a familiarity with blogs, wikis, and online database searching is a plus.
- Entrepreneurial spirit – we are always looking to increase/improve content on the blog and welcome suggestions. In addition, our team here is relatively small; you

will be involved in planning the long-term strategy and vision of the blog and the practice.

- Excellent writing and editing skills.
- Excellent organizational skills.
- Attention to detail.
- Ability to improvise. We occasionally need all hands on deck to turn projects around on tight deadlines, and you'd be assisting in many of these efforts.
- **Commitment to stay at least two years.**
- Interest in Texas hold-em poker. No actual ability necessary, of course.

**To apply**, please send a cover letter, resume, current transcript (either official or unofficial), and an unedited writing sample (less than 10 pages) to [jharrow@akingump.com](mailto:jharrow@akingump.com) by Friday, May 11 at the latest (the sooner we get your materials, the better, of course). Please do not hesitate to e-mail or call Jason at 202-416-5159 with any questions or concerns.