Position Available: Special Assistant to Tom Goldstein

To Apply: Send cover letter, résumé, undergraduate transcript, and an unedited writing sample (see below for more details) to both jharrow@akingump.com and washstaffrecruiting@akingump.com by Friday, April 4 at the latest.

Responsibilities would include:

- Being involved in all aspects of the Akin Gump Supreme Court practice, SCOTUSblog, and SCOTUSwiki. This includes tracking the Supreme Court's calendar and docket; doing research for and writing substantive blog posts; 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; regularly updating Supreme Court-related statistics; and managing technology for blog and new Internet ventures.

- 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. This task may involve working overtime on nights, weekends, or early mornings.

- Obtaining briefs and others materials from the Supreme Court, government officials, and practitioners for internal review and/or public posting.

- 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.

- Handling various administrative tasks, such as answering Tom's phone, keeping his calendar, entering billable hours, and submitting expense reports. It also requires coordination of travel plans and meeting arrangements, which may entail making frequent last-minute changes and arrangements, sometimes during off-hours.

- **Start date:** summer 2008, preferably in mid-June. It's expected that this position would entail a two-year commitment.

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. Part-time law students are not eligible for this position.

- 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 major 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, wiki, and the practice as a whole.

- Excellent writing and editing skills.

- Excellent organizational skills and attention to detail – remember that part of the job involves dealing with administrative tasks.

- 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.

To apply, please send a cover letter, résumé, undergraduate transcript (either official or unofficial), and an unedited writing sample (less than 10 pages) to jharrow@akingump.com and washstaffrecruiting@akingump.com by Friday, April 4 at the latest (the sooner we get your materials, the better, of course).

Please do not hesitate to e-mail or call Jason Harrow at jharrow@akingump.com/202-416-5159 or Ben Winograd at bwinograd@akingump.com/202-416-5295 with any questions or concerns.