

## **Internships with the Lumberton City Attorney's Office**

The City Attorney for the City of Lumberton has two to three openings for an unpaid internship to work on a variety of projects each semester. The hours are flexible and some hours can be completed over the weekend. A minimum of seven hours must be performed each week. Preference will be given to students who can commit ten hours of work each week.

Applications for summer sessions and fall semester are due APRIL 1. Applications for spring semester are NOVEMBER 1.

### **Benefits of internships:**

- Real world work experience is an excellent resume builder
- References for employment after college or law school
- Networking into local government
- Earns college credit for gaining practical experience

### **Responsibilities may include:**

- Researching North Carolina General Statutes and the United States Code;
- Using the Internet to find materials relevant to a project;
- Writing memos for staff to use in larger scale projects;
- Organizing paperwork, files, and other materials;
- Scanning documents from Microsoft Word into PDF;
- Other tasks as needed.

### **Qualifications:**

- Interest in the legal field;
- Interest in the operation of local government;
- Good research and writing skills;
- Knowledge of Microsoft Office;
- Able to handle multiple tasks at once.

Contact: To apply for this internship, please email Prof. Neff-Sharum [emily.neffsharum@uncp.edu](mailto:emily.neffsharum@uncp.edu) and email a cover letter and resume to:

Aurora Ledkins  
Paralegal  
Office of City Attorney  
City of Lumberton, NC  
910-671-3811 (Office)  
910-272-1359 (Fax)  
[aledkins@ci.lumberton.nc.us](mailto:aledkins@ci.lumberton.nc.us)