



New Jersey Division on Civil Rights Spring Externship Application

The New Jersey Division on Civil Rights (DCR) seeks highly-motivated law students with a passion for protecting civil rights to participate in its spring semester externship program in DCR's Newark Office. DCR is the division in the New Jersey Attorney General's Office that is responsible for combating discrimination and addressing hate and prejudice in New Jersey. DCR enforces New Jersey's Law Against Discrimination (LAD), the oldest state civil rights statute in the country. It does so by investigating civil rights complaints and bringing appropriate enforcement actions and by issuing regulations, guidance documents and fact sheets to explain the LAD. DCR also issues reports and hosts trainings and conferences with employers, community groups, and other stakeholders to raise the profile of important civil rights issues.

Spring semester externs will work closely with DCR staff to help develop legal, regulatory, and policy strategies to protect the civil rights of New Jersey residents. They will have opportunities to research and draft guidance documents, fact sheets, and reports as well as to assist with case investigations and disposition. Externs will also be able to attend workshops and trainings that will develop their legal skills.

To apply, please submit the following application materials to externships@njcivilrights.gov by December 4, 2020.

- 1) Cover Letter**
- 2) Resume**
- 3) Brief writing sample of no more than 10 pages that is unedited by others**
- 4) Unofficial law school transcript**

In the cover letter, please indicate whether you plan to receive course credit for the externship. Please note that you must complete a Confidential Background Investigation Clearance Form if you intend to accept an offer for a position in the externship program.

DCR staff is currently operating remotely due to the COVID-19 pandemic. We encourage all interested students, including those who may not be able to join us physically in our Newark, NJ office for a spring externship, to apply.

The Attorney General's Office is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. State law prohibits discrimination in hiring or employment on the basis of race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy or breastfeeding, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer. For more information, click here: www.nj.gov/oag/diversity-inclusion/reports.html.