

SBA LEGAL INTERN PROGRAM

U.S. Small Business Administration • Office of General Counsel

The U.S. Small Business Administration offers internships with its Office of General Counsel in the fall, spring and summer. These internships provide law students with valuable experience in a wide range of legal work.

U.S. Small Business Administration • 409 Third Street, SW Washington, DC 20416



U.S. Small Business Administration

The U.S. Small Business Administration was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns; to preserve free, competitive enterprise; and to maintain and strengthen the overall economy of the nation. SBA has field offices in all 50 states, including most major cities. SBA's programs and services are designed to help entrepreneurs start and grow their businesses. SBA guarantees business loans to small companies that are unable to obtain credit from traditional sources. SBA also assists with equity investments, surety bonds, disaster-assistance loans, innovation and research funding, federal procurement, and management counseling and training. For more information, visit www.sba.gov.

Office of General Counsel (OGC)

OGC employs approximately 50 attorneys at SBA's Washington, DC Headquarters, located a few blocks from the National Mall and the U.S. Capitol. OGC is led by the General Counsel and two Deputy General Counsels. The main sections, each led by an Associate General Counsel, are Financial Law and Lender Oversight, General (Labor and Employment) Law, Litigation, and Procurement Law. OGC advises the Agency with regard to its various financial, contracting, and business development programs, and also represents SBA in administrative and federal court proceedings.

Legal Internship Program

The Legal Internship Program allows interested law students the opportunity to be mentored as they gain valuable experience. Interns work with SBA's attorneys and top management, and may also interact with staff at the White House, Office of the Inspector General, the Department of Justice, other federal agencies, banks, and major corporations. Application information can be found on the back of this flier.

OGC INTERNSHIP OPPORTUNITIES

Unpaid internships are offered part time during the fall and spring semesters, and full time during the summer months (starting late-May through August).

INTERN PLACEMENT

Interns are assigned to a section within OGC—Litigation, Procurement, General (Labor and Employment), or Financial Law and Lender Oversight—under the supervision of an attorney. Intern assignments include legal research, drafting legal memoranda, and a number of assignments that are specific to the offices that comprise OGC, found on the back of this flier.

In the summer, happy hours, baseball games, and tours of the Supreme Court and U.S. Capitol are just some of the fun events interns will experience!

TRAINING & DEVELOPMENT

A weekly lecture series provides interns the chance to attend panel discussions on topics ranging from current issues in OGC to clerking after law school. Interns may be able to observe administrative and congressional hearings, as well as court proceedings.

EARN LAW SCHOOL CREDITS

At a number of law schools, OGC's internships may count toward course credit. Additionally, interns may be eligible to receive public interest funding or grants through their respective law schools for summer OGC internships. Please visit your school's career office for more information.

(over)

SBA LEGAL INTERN PROGRAM

The U.S. Small Business Administration's Office of General Counsel Sections

LITIGATION This section handles affirmative and defensive litigation in federal court, as well as at the administrative level before SBA's Office of Hearings and Appeals. The practice areas include constitutional, environmental, employment, bankruptcy, commercial, procurement, administrative, tort, trademark, and debt collections issues. Intern assignments may include legal research, drafting legal memoranda; assisting with the preparation of briefs, motions and settlement agreements; discovery preparation or responses; assisting case investigation; client interviews and participation in adversarial negotiations. Interns receive hands-on experience, and may even be able to take a case from beginning to end during their summer internship, under the supervision of an attorney. Additionally, interns have opportunities to attend and participate in hearings, depositions, administrative proceedings, as well as meetings with the Department of Justice and other government agencies.

FINANCIAL LAW AND LENDER OVERSIGHT This section provides legal advice and assistance to program offices responsible for disaster loans, guaranteed business loans, surety bond guaranties, secondary market transactions, and small business investment companies (venture capital companies). This section is also responsible for assisting the program offices in the preparation of regulations and notices, commenting on proposed legislation, and providing legal review and clearance of various financial transactions involving program participants. Interns will be exposed to the substantive areas of commercial law, contracts, creditors' rights, and corporate and partnership law, and will be involved in preparing legal memoranda and opinions.

GENERAL (LABOR AND EMPLOYMENT) LAW This section serves as legal counsel to the Agency in federal employment discrimination, federal personnel law, and labor relations law at the administrative level. Interns assigned to this section will assist attorneys in preparing legal memoranda, briefs and discovery. In addition, interns may have the opportunity to participate and assist attorneys in case investigations, such as interviewing witnesses, reviewing documents, preparing for depositions, as well as assisting in preparing for hearings before the Equal Employment Opportunity Commission, Merit Systems Protection Board and other administrative tribunals.

PROCUREMENT LAW This section provides legal guidance concerning federal procurement laws and regulations that pertain to small businesses. Specifically, this section advises SBA program offices regarding all aspects of the Agency's various small business government contracting and business development programs, including the 8(a) Business Development Program, the HUBZone Program, the Service Disabled Veteran Owned (SDVO) Small Business Set Aside Program, the Woman Owned Small Business (WOSB) Program and the Size Standards Program. They also represent the Agency in bid protests and procurement-related administrative litigation before the Government Accountability Office, SBA's Office of Hearings and Appeals, and the Civilian Board of Contract Appeals; handle protests regarding the eligibility status of HUBZone, 8(a) and SDVO small businesses; draft and interpret small business procurement regulations; advise the Agency's Suspension and Debarment Official and provide legal advice and guidance to Agency officials in competitively procuring goods and services, in compliance with the Federal Acquisition Regulation and Office of Management and Budget A-76 Circular.

To Apply for the Legal Intern Program:

Please send a resume, cover letter, transcript and writing sample to
Legal Intern Program Coordinator
at OGCRecruiting@sba.gov

(01/2015)

