Legal internships

The Office of the General Counsel (“OGC”), the legal department of the American Medical Association (“AMA”), is seeking law students from American Bar Association accredited law schools to intern at the AMA.

The legal intern will participate in a variety of projects and will gain valuable exposure to the workings of an in-house legal department supporting the AMA mission. OGC supports all of the AMA’s activities and the legal intern will be exposed to a wide variety of legal issues. The legal intern will report directly to Melissa Green, assistant general counsel and Tuyet DesJean, assistant general counsel.

Responsibilities

Legal interns’ responsibilities may include, but are not limited to the following:

- Performing legal research, which could include 50-state surveys
- Drafting memoranda, summaries, analyses and recommendations on various issues
- Tracking new legislation and regulatory developments
- Drafting, reviewing, editing and/or updating legal documents, such as standard form agreements, and consultant contracts
- Drafting, reviewing, editing and/or updating internal documents such as policies and procedures
- Preparing board of directors materials
- Working with OGC litigation members to review, research and respond to subpoenas and other orders
- Working on privacy and data security matters
- Contributing to continuing legal education (CLE) programs, including those related to diversity, equity and inclusion (DEI)

In addition to the above responsibilities, legal interns working at AMA’s Chicago headquarters will also have the opportunity to attend the AMA’s Annual Meeting in June to observe the formal House of Delegates proceedings and discussion on policy, governance, social and health care issues on a national platform, with special focus on how OGC attorneys support the proceedings.

URL: https://www.ama-assn.org/about/ama-career-opportunities/legal-internships
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Please note: This position may be performed remotely.

Eligibility

To be eligible, you must be a rising 3L or currently enrolled in a graduate law school degree program (LLM, SJD), as of summer 2021. The summer internship is full-time (approximately 37.5 hours per week) and can either be paid or taken for course credit. AMA does not offer course credit and a paid position. Generally, the OGC accepts two interns.

Application process and deadline

To apply, please send your resume, cover letter, unofficial law school transcripts and a recent writing sample that reflects your own work (such as a legal memorandum, law review note or email summary of legal research) to legalinternship@ama-assn.org with the words “AMA OGC Summer Internship 2021” in the subject line. Applications are due Friday, Feb. 26, 2021.