



## LEGAL DEPT. SUMMER INTERN

**Job Title:** Legal Intern – Summer 2025  
**Reports:** Deputy Director of Legal Affairs  
**Department:** Legal and Governmental Affairs

FLSA Status: Non-Exempt  
Pay Rate: \$20.00/hour

### **Summary/Overview:**

The Legal Summer Intern (the “Intern”) will assist members of Access Health CT’s Legal and Governmental Affairs department with daily responsibilities and long-term projects and will have the opportunity to interface with other departments in support of their respective business needs. The Intern will have the opportunity to work on a variety of legal matters involving: (i) contracts; (ii) data privacy and security reporting; (ii) policy matters; and/or (v) responding to Freedom of Information requests.

The Intern will report directly to the Deputy Director of Legal Affairs.

This internship will run from June 3, 2025 through August 13, 2025 at approximately 30-40 hours per week.

As a summer intern, you will be an integral part of a collaborative project that brings together diverse talents and perspectives. Throughout your internship, you will work alongside fellow interns and team members, participating in regular meetings to discuss progress and share ideas. You will also have the opportunity to present your project to the Senior Leadership Team at the end of the summer, showcasing your contributions and insights. Additionally, you will be paired with an internal mentor who will provide guidance and support throughout your internship, helping you develop valuable skills and gain meaningful experience in a professional setting.

### **Essential Duties and Responsibilities**

- Conducts legal research and drafts memoranda
- Compiles research into a user-friendly resource
- Assists with vendor contracts
- Assists in the investigation and reporting of data privacy and security incidents
- Assists in the response to Freedom of Information requests

- Performs related duties as requested

### **Competencies**

- Analytical - Synthesizes complex or diverse information; collects and researches data.
- Oral Communication – Listens and gets clarification; responds well to questions.
- Written Communication – Writes clearly and informatively; edits work for spelling and grammar.
- Strong Interpersonal Skills/Teamwork – Works well with others and contributes to building a positive team spirit.
- Professionalism – Maintains confidentiality, exhibits integrity, and maintains a positive attitude.
- Attendance/Punctuality – Is consistently at work on time.

### **Qualifications**

- 1<sup>st</sup> or 2<sup>nd</sup> year law student
- Excellent research, writing and communication skills
- Demonstrated interest in health law, health policy, and/or in-house or quasi-public agency legal practice
- Familiarity with Affordable Care Act, Medicaid, HIPAA, privacy laws, and the Connecticut Freedom of Information Act
- Proficiency with Microsoft Office suite

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** this is an office role two days per week on Tuesdays and Wednesday and remote the other three weekdays. In office the noise level in the work environment is usually low. Requires ability to work at a fast-pace and meet required deadlines.