



Division of Social Justice

Environmental Protection Bureau-Albany

Student Assistant for Science/Policy

Reference No. EPB/SCI_ALB_PUGS_SUM 2023

Application Deadline is April 14, 2023*

2023 Summer Paid Placement for Graduate or Undergraduate Students

The [Environmental Protection Bureau \(EPB\)](#) of the New York State Office of the Attorney General ("OAG") in Albany is seeking applications from graduate and undergraduate students for paid science/policy placements during the 2023 Summer Program. The EPB is responsible for enforcing state and federal environmental laws and has the power to file lawsuits on behalf of the State of New York to protect public health and the environment. The Bureau enforces environmental standards and defends State agencies when their regulatory efforts are challenged in court. In addition, the Bureau's attorneys and technical staff investigate and respond to citizen complaints, file lawsuits for public nuisance conditions, prosecute environmental crimes, enforce solid waste laws and prepare reports and brochures on environmental issues.

Students will assist the scientific and policy staff in exploring difficult and groundbreaking environmental and legal issues. Responsibilities include researching issues using the internet; briefing staff on technical issues and keeping them updated on the most recent developments; drafting reports and fact sheets; procuring technical information and undertaking scientific and data analyses; preparing presentations using Microsoft Excel and PowerPoint; and assisting staff in preparing for negotiations with violators of environmental laws.

In addition, students may gain experience working with Federal, State and Local government agency staff, non-profit environmental organizations, and experts. In the past, students have worked on issues including climate change, hazardous and solid waste management, toxic air emissions, public health, sustainability and energy-related matters, drinking water quality, and wetland management. Students work closely with the staff scientists, policy analysts and other professional staff who will provide them with mentoring, guidance and advice, thereby facilitating learning and performance. The key qualities we look for include a strong background in science, intellectual curiosity, initiative, effective writing and communication skills, and an interest in the quality of our environment.

Summer Program Details

- **The format of this placement is hybrid or remote.** Please review the following for more information about both format options.
 - Students who are working in a hybrid placement may report to their designated workstation two or three (2-3) days per week. On the days student will be working remotely, they will need to have access to a reliable computer, a secure internet connection, a phone and a sufficiently quiet and private workspace to telework.
 - Students who are working a remote placement will telecommute for the duration of their placements. Students in this format must have access to a reliable computer, a secure internet connection, a phone and a sufficiently quiet and private workspace to telework.
- **To be eligible for a paid summer placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from students who will be starting college/university during the fall 2023 semester will not be considered.**
- The selected students hired for the program will work full-time (37.5 hours/week) for the 8 weeks of the program. The program will run from June 5 – July 28, 2023. Students hired for the program must be available to work during these dates and for the entire 8 weeks of the program.

- Applications will be received online until **April 14, 2023**, and paid placement offers will be made on a rolling basis.*
- The selected candidate will be hired as a student assistant and paid hourly at the graduate student rate, which is \$16.54, or the undergraduate student rate, which is \$15.00.
- Applicants must be available to meet by video conference for interviews.
- U.S. citizenship and New York State residency are not required, but applicants must be eligible to be employed in the U.S.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

The following section provides detailed information about the application process and application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online.

- Applications for summer placements are being received online. To apply, please click on the following link: [EPB/SCI ALB PUGS SUM 2023](#)
- Please apply to **no more than three (3)** bureaus/regional offices.
- Applications are submitted separately for each bureau/regional office, and an applicant's candidacy for each application is determined separately by each bureau/regional office.
- The application deadline is **April 14, 2023**, but please be advised paid placements will be filled on a rolling basis.
- **The following five (5) documents are required for each application that is submitted:**
 - Cover Letter**
 - You may choose to address to the Legal Recruitment Unit, 28 Liberty Street, New York, NY, 10005.
 - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.
 - Please indicate your format preference: hybrid or remote.
 - Resume**
 - Ensure your resume is complete and current prior to submitting your application.
 - List of three (3) references.**
 - Submit only professional (i.e., supervisor or professor) references.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the placement.
 - Writing Sample**
 - Select a sample from an assignment you prepared for school that demonstrates your ability to analyze and organize information into an effective document.
 - We recommend submitting a sample that is 2-6 pages in length.
 - Course List**
 - In lieu of a transcript, please provide a list of science courses, engineering courses and any other courses relevant to your application that you have successfully completed since beginning college or university. If you are currently pursuing a masters degree, this list should include courses that you have successfully completed for both your undergraduate and graduate degrees.
 - Please be advised this information will be used to assess whether you have the necessary science and other prerequisites for this placement.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for a summer placement at least three (3) weeks prior to any deadlines that could impact your candidacy and note this in your cover letter.
- Please allow at least three (3) weeks for your application to be processed and reviewed by the hiring bureau/regional office. You may submit an application status request [by clicking here](#).

If you have questions about a placement with the OAG, the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov.