



Executive Division

Operations & Scheduling—New York City

Student Assistant

Reference No. EXEC/OP_NYC_PUGS_SUM_2023

Application Deadline is April 14, 2023*

2023 Summer Paid Placement for Undergraduate Students

The New York State Office of the Attorney General's Executive Division is seeking a talented and motivated undergraduate student for a paid placement during the 2023 Summer Program supporting the AG's Operations & Scheduling team which is responsible for managing and implementing her day-to-day schedule.

The student assistant's assignments will include, but not be limited to, the following:

- Processing invitations for the Attorney General by working directly with the Scheduling Outreach Coordinator;
- Vetting individuals and entities using Lexis software and compiling the findings into reports for review;
- Performing research on an ad hoc basis for inclusion in briefings and memos;
- Managing contacts for the Attorney General, including processing business cards;
- Writing draft copy for the OAG's annual report;
- Updating the Executive Division's internal press release tracker; and
- Supporting the department by helping with projects as needed.

The Operations Department is seeking applicants with the following skills:

- Excellent written communication and analytical skills;
- Detail-oriented and highly organized;
- Highly professional with the ability to interact with staff from all levels of the organization;
- Proficiency with MS Office and Google Docs; and
- A commitment to public service and a desire to learn about the mission and work of the OAG.

Summer Program Details

- **The format of this placement is hybrid.** The selected student must be available to report to OAG's office located at 28 Liberty Street, New York, NY two (2) days per week. On the days the 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.
- **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.**
- Undergraduate students hired for the program will work 4 day per week (30 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.*
- Undergraduate students will be hired as student assistants and paid the hourly rate of \$16.24.
- 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: [EXEC/OP NYC 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 four (4) documents are required for each application that is submitted:**
 - 1. 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.
 - 2. Resume**
 - Ensure your resume is complete and current prior to submitting your application.
 - 3. 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.
 - 4. 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 5-10 pages in length.
- **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.