



Division of Administration
Legal Education & Professional Development - NYC
Student Assistant for Training
Reference No. LEPD_NYC_PUGS_SUM_2023

Application Deadline is March 31, 2023*
Summer Paid, Part-Time Placement for Graduate or Undergraduate Students

The Office of the New York State Attorney General's (OAG) Legal Education & Professional Development Bureau (LEPD) is seeking a talented and qualified graduate or undergraduate student to assist with all logistics involved with developing, administering and deploying a robust training and professional development curriculum and schedule.

LEPD is responsible for providing professional development opportunities and skills training to all OAG employees, including continuing legal education (CLE) programs for OAG and other New York State government attorneys. The selected student will assist the training teams located in Albany and New York City with all aspects of administering and executing the training and professional development curriculum and schedule.

Assignments will include but not be limited to the following:

- Create and edit updates to the Legal Education and Professional Development (LEPD) intranet page;
- Design and update training documentation, presentations, and catalogues;
- Proofread and edit communications and presentations;
- Contribute to the development of a Style and Communication Guide and Brand development for the bureau;
- Assist with research for course and program development; and
- Other duties as assigned.

We are seeking applicants with the following qualifications:

- Proficiency in MS Office (particularly Word, PowerPoint, Excel, and Outlook);
- Excellent writing and analytical skills;
- Skill in document layout, graphic design, and organization;
- Comfort in working remotely and using various virtual communication platforms;
- Detail-oriented and highly organized; and
- Demonstrates a high degree of customer service acumen and professionalism, as well as the ability to work well with employees from all staffing levels.

Placement 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 (28 Liberty Street, New York, NY) 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.
- **Applications from students starting their first year of college/university during the 2023-24 academic year will not be considered.**
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time undergraduate**

students in good academic standing as defined by their schools.

- Applicants must be available to work 15-30 hours per week during regular business hours for the summer term (mid-May through mid-August). Students who are available to continue working during the 2023 fall semester are preferred. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*
- 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 \$16.24.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- Applications will be accepted online and this placement will be filled on a rolling basis.*
- Applicants must be available by video conference for interviews.
- Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting the [Divisions and Bureaus](#) and [Media](#) sections of the OAG website.

**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 paid summer placements are being received online. To apply, please click on the following link: [LEPD NYC PUGS SUM 2023](#)
- **The following four (4) documents are required for each application that is submitted:**
(Click on the document name to learn more)
 1. **Cover Letter**
 - You may 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.
 - Indicate your availability and preferred work schedule.
 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**
 - You may choose to submit a paper that you completed for school or a writing sample that you produced during an internship or externship.
 - Submit a sample that demonstrates your ability to analyze and organize information into an effective document.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- 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.