



## Division of Criminal Justice

### Medicaid Fraud Control Unit—Hauppauge (Suffolk Co.)

#### Student Assistant for Forensic Auditing

Reference No. MFCU\_HAU\_PUGS\_2023

### Application Deadline is April 28, 2023

#### Paid, Part-Time Placement for Undergraduate Students

The New York State Office of the Attorney General's (OAG) [Medicaid Fraud Control Unit](#) in Hauppauge is seeking applications from undergraduate students for a paid, part-time placement; this is an excellent opportunity for students who are considering pursuing criminal justice-related careers, and have an interest in forensic accounting, analytics or related fields. The selected students will develop analytical skills and work directly with auditors, detectives, attorneys and support staff.

#### The duties of the Student Assistant for Forensic Auditing will include, but not be limited to the following:

- Supporting financial investigations;
- Researching pertinent regulations;
- Reviewing and organizing documents;
- Entering data for further analysis;
- Assisting audit staff with analyses and presentation of data;
- Providing investigative assistance, including the following:
  - Searching for documents for examination preparation and preparing examination summaries;
  - Tagging, reviewing and organizing documents for production, as well as incoming document production;
  - Working with attorneys and detectives to review evidence and prepare presentations and filings;
- Assisting with other audit and office support functions as assigned; and
- There may be opportunities for the student to assist with witness interviews and court appearances.

#### Qualifications for the Student Assistant for Forensic Auditing are as follows:

- Enrollment in a full-time undergraduate degree program;
- Excellent organizational, proofreading, and multitasking skills;
- Strong research and analytical abilities, as well as verbal and written communication skills;
- Proactive with the ability to self-manage assignments and deadlines;
- Capable of working well both independently and as a member of a team; and
- Strong technology skills and proficiency using Adobe, Word, Excel and Outlook.

#### Placement Details

- **The format of this placement is hybrid.** 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.
- **To be eligible for a paid 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 started college or university during the 2022-23 academic year will not be considered.**
- Applicants must be available to work between 15-30 hours per week during regular business hours for at least the spring and summer terms. Students who are available to work longer 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 the hourly rate of \$16.24.

- Applications will be accepted online and this position will be filled on a rolling basis.\*
- 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 document requirements. Please review all the instructions provided below prior to preparing and submitting your application materials online. To apply, please click on the following link: [MFCU HAU PUGS 2023](#)

- Applications are being received online.
- **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 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](mailto:recruitment@ag.ny.gov).