



Division of Social Justice

Real Estate Finance Bureau—New York City

Student Assistant for Archiving & Records Management

Reference No. REF_NYC_PUGS_SUM_2023

Application Deadline is April 14, 2023*

2023 Summer Paid Placement for Undergraduate Students

The Records Management Unit in the [Real Estate Finance Bureau](#) (REF) of the New York State Office of the Attorney General (OAG) is seeking an undergraduate student for a paid placement during the 2023 Summer Program. The selected student will assist with archiving and records management projects during the summer.

The selected student's responsibilities may include drafting reports, updating databases, organizing information, archiving records, and entering metadata. In addition, interns gain experience working with OAG attorneys and legal support staff. Students are paired with experienced staff members who work closely with them to provide mentoring, guidance and advice, thereby facilitating learning and enhancing performance.

The key qualifications we look for include: a background in archiving, library science, and records management; effective writing and strong communication skills; knowledge of Microsoft Office Excel and Word; strong initiative; attention to detail; conducting work in a timely fashion; ability to function in a deadline-driven environment; multitasking; and an interest in real estate.

Summer Program Details

- **Students must be able to work in-person two (2) days per week at the OAG's office located at 28 Liberty Street in Lower Manhattan.**
- **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 part-time (15 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:
[REF 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.