



Division of Social Justice
Labor Bureau – New York City
Student Assistant
Reference No. LAB_NYC_PUGS_SUM_2023

Application Deadline is May 5, 2023*

Paid, Part-Time Placement for Graduate or Undergraduate Students

The Office of the New York State Attorney General's (OAG) [Labor Bureau](#) is seeking applications from graduate and undergraduate students for a paid, part-time placement; this is an excellent opportunity for students who are either pursuing or are considering pursuing legal and/or labor rights-related careers. The selected student will support the Bureau's ongoing docket, develop legal skills and work directly with attorneys, support staff and other professionals.

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

- Assisting with intakes
 - Interview members of the public to obtain detailed information regarding complaints made to the bureau.
- Assisting with witness interviews
- Providing eDiscovery support
 - Searching for documents for deposition preparation and preparing deposition summaries;
 - Tagging, reviewing and organizing documents for production as well as incoming document production;
 - Maintaining discovery request logs and tracking what has been received and what is outstanding; and
 - Coordinating as needed with the OAG's Practice Technologies Group on technical issues.
- Assisting with legal filings
 - Cite-checking, formatting and proofreading briefs and other documents;
 - Conducting searches using Westlaw or Lexis;
 - Creating tables of contents and tables of authority; and
 - Assisting with submitting filings.
- Assisting with research and writing assignments
- Assisting with other legal and office support functions

Required qualifications for the Student Assistant are as follows:

- Enrollment in a full-time graduate or 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 Microsoft Word, Excel and Outlook.

Preferred qualifications for the Student Assistant are as follows:

- Students who are pursuing degrees in a relevant area of study such as pre-law, legal/paralegal studies, criminal justice, etc.;
- Prior work experience in a legal setting;
- Familiarity with and experience using legal research and eDiscovery applications; and
- Fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.)

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 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 who are starting their first year of college/university during the 2023 fall semester will not be considered.**
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time graduate or undergraduate students in good academic standing as defined by their schools.**
- Applicants must be available to work 15-25 hours per week during regular business hours from late-May to late-August. Please be advised rehire for an additional term 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 must be submitted 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 [News 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 placements must be submitted online. To apply, please click on the following link: [LAB 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.
 - Indicate your availability and preferred work schedule.
 - Indicate your format preference: remote or hybrid.
 - 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.
 - We recommend submitting a sample that is 3-6 pages in length.

- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for this placement at least three (3) weeks prior to any deadlines that could impact your candidacy and note this in your cover letter.

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.

