Executive Division
Research and Analytics Department- New York City
Student Assistant
Reference No. RAD_NYC_PUGS_FALL_2023

Application Deadline is September 15, 2023*
2023 Fall Semester Paid, Part-Time Placement for Undergraduate Students

The Office of the New York State Attorney General's (OAG) Research and Analytics Department (RAD) has paid placements available during the 2023 Fall Program for qualified graduate or undergraduate students. As part of an innovative team housed in the Executive Division, you will work with staff and divisions throughout the OAG to support the OAG's major initiatives, investigations, and policy development. Our team utilizes data and research to inform investigative work, research and write analytic reports that receive national attention, direct multi-million-dollar grant programs and support the office's major investigations.

Employing over 1,800 people across New York State, the OAG is both the "People's Lawyer" and the State's chief legal officer. The OAG serves all New Yorkers in numerous legal and regulatory arenas, including vigorously protecting the rights of investors and consumers, coordinating state-wide criminal investigations, promoting economic and social justice, encouraging harm reducing public health strategies, and preserving the State's environment. The OAG also advises the Executive branch of State government and defends actions and proceedings on behalf of the State.

Research students will support the work of the RAD through:
- Conducting open-source intelligence (OSINT) research on social media, networking platforms and other digital sources.
- Researching new issue areas and relevant data sources.
- Disseminating findings into succinctly written memorandums and other reports.
- Working collaboratively with RAD and other students to further mission-oriented goals.
- Performing other qualitative and quantitative research tasks as required.

Data students will support the work of the RAD through the following, in addition to research work:
- Cleaning, analyzing, and summarizing large datasets.
- Synthesizing pertinent facts and issues from data.
- Understanding and identifying limitations of sources or analysis.
- Using clear methodology.
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- Communicating findings and methodology through written reports, verbal presentations and visualizations.
- Creating visually compelling and informative graphics or maps.

RAD is seeking applicants with the following qualifications/skills:
- Demonstrated interest in public policy, public service and social/economic justice.
- Some prior experience in applying quantitative methods in research and/or analytics.
- Excellent oral, written and presentation communication skills.
- Highly organized, self-directed and curious.
- Experience using the Microsoft Office Suite: Word and Excel (including formulas and pivot tables).
- For data students: knowledge of coding and querying languages (Python, SQL, R) preferred, data visualization software a plus.

Fall Program 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 in 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.
- **To be eligible for a paid fall 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 12 weeks for a total of 180 paid hours).
- Applications will be received online until **September 15, 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.
- Students who are hired for the fall program may begin their placements on September 6, 2023 or after.
- U.S. citizenship and New York State residency are not required, but applicants must be eligible to be employed in the U.S.
- Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting the Divisions and Bureaus and News & Media sections of the OAG's 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 fall placements are being received online. To apply, please click on the following link:
  RAD_NYC_PUGS_FALL_2023

- 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 **September 15, 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.
        - Please indicate your format preference: hybrid or remote.
    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 3-6 pages in length.

- **Failure to submit a complete application will delay the consideration of your candidacy.**

- Please submit your application for a fall 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.