



Division of Administration

Budget and Fiscal Management Bureau – Albany

Student Assistant for Procurement

Reference No. BFMB_PUGS_2024

Application Deadline is December 29, 2023* **Paid, Part-Time Placement for Undergraduate Students**

The Office of the New York State Attorney General's (OAG) [Budget and Fiscal Management Bureau](#) (BFMB) is seeking a motivated student to join its Procurement Unit. BFMB is responsible for the preparation, implementation, and evaluation of the OAG's annual budget. BFMB is responsible for maintaining fiscal controls and serves as the agency's liaison with the Governor's Division of Budget and the Office of the State Comptroller. There are five main units within BFMB: the Budget Unit, the Purchasing Unit, the Payments Unit, the Travel Unit and the Revenue Unit.

Under the supervision of BFMB staff, the student will support the bureau's Procurement Unit. The student's responsibilities will include the daily management of the Unit's email inbox, records management activities, procurement reconciliations, and other projects as needed. The Procurement Unit will provide the selected candidate with the training needed to complete the assigned tasks. **Applicants must have immediate availability.**

Responsibilities of the Student Assistant will include, but are not limited to, the following:

- Assisting with maintaining the Procurement Unit mailbox, including reviewing and sorting incoming mail, distributing messages to the appropriate staff contacts, escalating urgent matters, and responding to basic questions;
- Researching purchase orders referenced in emails to the Procurement Unit;
- Logging and tracking purchase requests;
- Records management, including retrieving documents from file storage, preparing records for off-site transfer, and scanning, printing, and filing as needed;
- Reviewing procurement card logs for completeness and following up as needed with OAG staff to request additional information and/or documentation;
- Entering data into the Statewide Financial System database; and
- Answering BFMB phones.

Preferred Qualifications are as follows:

- Applicants who are pursuing a degree in accounting, economics, finance, business administration, or another related field are desirable;
- Comfort using technology to complete work and proficiency using Word, Excel, and Outlook;
- Confidential with sound judgement, must be able to handle sensitive information with discretion;
- Proactive, organized, and detail oriented;
- Ability to prioritize and self-manage multiple time-sensitive tasks effectively; and
- Bring a customer and team-focused mindset to the work with the goal of providing prompt and accurate support to OAG staff and vendors.

Placement Details

- This placement will be a hybrid of half in-office work and half remote work. Therefore, the selected student must be available to report to work at the BFMB office in Albany, NY at a schedule specified by their supervisor. On the days the student will be work 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.

- Applications from students entering their first year of college/university during the 2023-24 academic year semester 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. Additionally, applicants who are available to work during the spring and summer terms are strongly preferred.
- The selected student will work 15-30 hours per week. *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 undergraduate student rate which is \$15.45.
- Applications will be accepted online, and the placement will be filled on a rolling basis.
- Applicants must be eligible to be employed in the US. NYS residency and US citizenship are not required.
- 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 instructions about the application process and the application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online.

- Applications for this placement must be submitted online. To apply, please click on the following link:
[BFMB PUGS 2024](#)
- The application deadline is **December 29, 2023**, but please note the placement 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 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.
 - 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 why you are interested in a placement with the OAG and what makes you a strong candidate.
 - Indicate your availability and preferred work schedule.
 - 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.