



## Executive Division

### Operations & Scheduling – New York City

#### Student Assistant for Executive

Reference No. EXEC/OP\_NYC\_PUGS\_SPR\_2024

### **Application Deadline is January 26, 2024\***

#### **2024 Spring Semester Paid, Part-Time Placement for Undergraduate Students**

The Office of the New York State Attorney General's (OAG) Executive Division is seeking a talented and motivated undergraduate student for a paid placement during the 2024 Spring Program supporting the AG's Operations & Scheduling team which is responsible for managing and implementing her day-to-day schedule.

#### **The student assistant's assignments will include, but will not be limited to, the following:**

- Vetting individuals and entities using Lexis software and compiling the findings into reports for review;
- Writing draft substantive briefings for the Attorney General for meetings and public events;
- Performing research on an ad hoc basis for inclusion in briefings and memos;
- Writing draft copy for the OAG's annual report; and
- Supporting the department by helping with projects as needed.

#### **The Operations Department is seeking applicants with the following skills:**

- Excellent written communication and analytical skills;
- Detail-oriented and highly organized;
- Highly professional with the ability to interact with staff from all levels of the organization;
- Proficiency with MS Office and Google Docs; and
- A commitment to public service and a desire to learn about the mission and work of the OAG.

### **Spring Program 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 students 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 spring 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/university during the 2023-24 academic year will not be considered.
- The undergraduate student hired for this placement will work part-time for the spring semester (15 hours/week for 12 weeks for a total of 180 paid hours). The undergraduate student will be hired as a student assistant and be paid the hourly rate of \$16.73.
- Applications will be received online until **January 26, 2024**, and paid placement offers will be made on a rolling basis.\*
- Students who are hired for the spring program may begin their placements on January 17, 2024, 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 [Press Releases](#) 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 spring placements must be submitted online. To apply, please click on the following link:  
[EXEC/OP NYC PUGS SPR 2024](#)
- 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 **January 26, 2024**, 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 3-6 pages in length.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for a spring 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](mailto:recruitment@ag.ny.gov).