



**Division of State Counsel
Plattsburgh Regional Office
Student Assistant**

Reference No. PLR_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) [Plattsburgh Regional Office](#) is seeking applications from undergraduate students for a paid placement; this is an excellent opportunity for students who are either pursuing or are considering pursuing administrative assistant, paralegal, business, or related careers. The selected student will support the Bureau's ongoing administration operations. The selected students will work with and receive training from attorneys, support staff, and other professionals.

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

- Answering and directing incoming calls, including taking and responding to phone messages;
- Respond to in-person visitors by directing them to the proper person or providing the necessary resources;
- Processing incoming and outgoing mail to include overnight services;
- File documents both electronically in appropriate directories and in paper files;
- Preparing and proof-reading documents for accuracy
- Maintaining and troubleshooting issues with printers, copiers, and other office equipment;
- Performing other administrative and office support functions as needed.

Qualifications:

- Enrollment in a full-time undergraduate degree program in Clinton, Essex, or Franklin Counties;
- Students who are in degree programs with an administrative assistant, paralegal, or business focus are preferred;
- Excellent analytical, verbal and written communication skills;
- Organized, proactive, and detail oriented with the ability to self-manage assignments and deadlines;
- Capable of working well both independently and as a member of a team;
- Proficient at using Word, Excel, and Outlook and comfortable using technology to complete work assignments, including a willingness to learn new software applications as needed; and
- Brings a customer and team-focused mindset to the work.

Spring Program Details

- **Students must be available to report to the Plattsburgh Regional Office at 43 Durkee Street in Plattsburgh, NY.** Students who are working in this placement must be available to report to their designated workstation two or three (2-3) days per week.
- **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 \$15.45.
- 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: [PLR 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.