Division of Economic Justice
Bureau of Internet & Technology – New York City
Student Assistant
Reference No. BIT_ NYC_PUGS_2024

Application Deadline is January 5, 2024*
Paid, Part-Time Placement for Graduate & Undergraduate Students

The Bureau of Internet & Technology in the Office of the New York State Attorney General (OAG) has paid, part-time placements available for graduate and undergraduate students. We are seeking applications from mature, bright, responsible, and hardworking students with excellent organizational and interpersonal skills. Applicants must also be able to work without supervision, are punctual and are able to manage multiple, time sensitive tasks simultaneously. *Applicants must have availability to start their placement in January or early February 2024.*

The selected students will assist the Bureau's detectives, mediators, and support staff with consumer complaint intake; fulfilling information requests; and responding to general consumer mail, email and telephone inquiries. They will be responsible for complaint data entry and bureau database maintenance. The placement will also involve occasional research and case development projects, light filing and other duties as assigned.

Placement Details

- **This is a remote placement.** On the days the students are scheduled to work, 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. *Please be advised, students hired for remote, paid placements must be available to complete their payroll onboarding paperwork in-person at the OAG's offices in Albany or New York City or at one of the 13 regional office locations around New York State.*
- **Applications from students who are starting college/university during the 2023-24 academic year will not be considered.**
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time undergraduate or graduate students in good academic standing as defined by their schools.**
- Applicants must be available to work 15-30 hours per week during regular business hours for at least the spring and summer terms. Students who are available to continue working during additional terms are strongly preferred. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*
- The selected student will be hired as a student assistant and paid hourly at either the undergraduate student rate, which is $16.73 or the graduate student rate, which is $17.04.
- 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 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:
  BIT_NYC_PUGS_2024

- **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.
    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.

To learn more about the OAG, please visit www.ag.ny.gov.