



**Division of Administration  
Office of Diversity and Inclusion – New York City  
Student Assistant for Diversity, Equity, and Inclusion  
Reference No. ODI\_NYC\_PUGS\_SPR\_2024**

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

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

The **Office of Diversity and Inclusion** (ODI) in the Office of the New York State Attorney General (OAG) is seeking a talented undergraduate student for a paid spring placement. The mission of ODI is to provide leadership, guidance, and support with respect to diversity, equity, inclusion, and accessibility (DEIA) issues at the OAG. Specific areas of focus include OAG policies and procedures, recruitment and hiring, staff education and training, employee engagement, procurement, and diversity and inclusion events. The ODI supports the OAG in building a diverse team and workplace that celebrates diversity and fosters a culture of inclusion, equity, and accessibility.

**Duties will include, but are not limited to the following:**

- Provide administrative support to the ODI, e.g., monitoring email box and telephone calls;
- Research creative content for DEIA workshops, panel discussions, multicultural observances, and initiatives;
- Conduct other internet research projects;
- Review DEIA trainings;
- Update catalog of trainings;
- Design event flyers; and
- Assist with special projects as needed.

***Please be advised that the ODI supports the operations of the OAG and does not engage in legal casework.***

**Qualifications**

- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer service;
- Able to work independently;
- Highly organized and detail oriented;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, and Outlook;
- Prior experience with Canva or similar graphic design programs is preferred but not required;
- Prior experience with SurveyMonkey is also preferred but not required; and
- Foreign language proficiency is desirable.

**Spring Program Details**

- **The format of this placement is remote.** 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 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 [ODI 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).