



**Division of Regional Affairs
Brooklyn Regional Office
Student Mediator
Reference No. BRK_PUGS_2024_2**

Application Deadline is March 29, 2024*
Paid, Part-Time Placement for Undergraduate Students

The Office of the New York State Attorney General's [Brooklyn Regional Office](#) (BRK) has a paid, part-time placement available for an undergraduate student who is interested in working as a student mediator. In addition to other legal matters, the BRK prosecutes businesses and individuals engaged in fraudulent, misleading, deceptive, or illegal trade practices, and mediates thousands of complaints each year from individual consumers. A large percentage of these complaints are successfully resolved through mediation. Student mediators play an integral role in the mediation process. Students act as consumer advocates in negotiating complaints against merchants. Each mediator is assigned a docket of complaint files covering a broad range of consumer issues including retail sales, mail order transactions, credit transactions, telemarketing, warranty matters, home repair, and automobile sales. **Applicants with immediate availability are strongly preferred.**

As mediators, students are taught interviewing techniques and develop their analytical skills as they learn to focus on the underlying issues for each complaint. While each complaint is reviewed by a member of our professional staff, students typically exercise significant discretion and independent judgment. Professional staff and attorneys are always available to answer questions. The position provides students a high degree of responsibility and requires them to exercise excellent judgment. Applicants must be articulate, analytical, adaptable, and organized. No specific experience is required.

Placement Details

- **Students must be able to work in-person at least two (2) days per week at the OAG's office located at 55 Hanson Place in Brooklyn, NY.**
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools.**
- Undergraduate student applicants must be available to work part-time (15-30 hours per week) during regular business hours from April-August 2024.
- Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.
- Undergraduate students will be hired as student assistants and paid the hourly rate of \$16.73.
- Applications will be received online until **March 29, 2024**, but placement offers will be made on a rolling basis.*
- 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 this placement must be submitted online. To apply, please click on the following link:

[BRK PUGS 2024 2](#)

- The application deadline is **March 29, 2024**, but placement offers will be made on a rolling basis.*
- **The following four (4) documents are required for each application that is submitted:**
 - 1. Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - 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.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that 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 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.