



Division of Social Justice

Real Estate Finance Bureau—New York City

Student Assistant for Archiving & Records Management

Reference No. REF_NYC_PUGS_SUM_2024

Application Deadline is April 5, 2024*

2024 Summer Paid Placement for Undergraduate Students

The Records Management Unit in the [Real Estate Finance Bureau](#) (REF) of the Office of the New York State Attorney General (OAG) is seeking an undergraduate student for a paid placement during the 2024 Summer Program. The selected student will assist with archiving and records management projects during the summer.

The selected student's responsibilities may include drafting reports, updating databases, organizing information, archiving records, and entering metadata. In addition, interns gain experience working with OAG attorneys and legal support staff. Students are paired with experienced staff members who work closely with them to provide mentoring, guidance, and advice, thereby facilitating learning and enhancing performance.

The key qualifications we look for include: a background in archiving, library science, and records management; effective writing and strong communication skills; knowledge of Microsoft Office Excel and Word; strong initiative; high attention to detail; conducting work in a timely fashion; ability to function in a deadline-driven environment; multitasking; and an interest in real estate.

Summer Program Details

- **Students must be able to work in-person four (4) days per week at the OAG's office located at 28 Liberty Street in Lower Manhattan.**
- **To be eligible for a paid summer 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 will be starting college/university during the fall 2024 semester will not be considered.**
- The undergraduate student selected for the internship will work part-time (30 hours/week) for 10 weeks during May-July.
- Applications will be received online until **April 5, 2024**, and paid placement offers will be made on a rolling basis.*
- The undergraduate student will be hired as a student assistant and paid the hourly rate of \$16.73.
- Applicants should be available to meet by video conference for interviews.
- U.S. citizenship and New York State residency are not required, but applicants must be eligible to be employed in the U.S.

*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 summer placements are being received online. To apply, please click on the following link:
[REF NYC PUGS SUM 2024](#)

- The application deadline is **April 5, 2024**, but please be advised this placement 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 your letter 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.
 - 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 for a summer 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.