



**Division of Administration**  
**Administrative Services Bureau - Albany**  
**Student Assistant**  
**Reference No. ASB\_ALB\_PUGS\_2024**

**Application Deadline is June 21, 2024\***  
**Paid, Part-Time Placement for Undergraduate Students**

The Office of the New York State Attorney General's (OAG) [Administrative Services Bureau](#) (ASB) in Albany is seeking applications from motivated undergraduate students for paid, part-time placements. No prior experience is required, applicants must be proactive, adaptable, and customer and team focused. ASB staff will provide all necessary training. **Applicants must have immediate availability.**

The ASB manages core business-support operations for 20+ office locations around NYS to assist employees in carrying out the mission of the OAG. These core operations include facilities management and security, records management, asset and inventory management, and mail and legal printing services.

**Duties:**

- Opening and sorting mail sent to the OAG in Albany;
- Delivering and picking-up mail from the OAG's downtown Albany offices;
- Assisting with office support functions, including filing and processing fleet vehicle mileage reconciliations; and
- Assisting with special projects and other duties as assigned.

**Placement Details**

- **On their scheduled workdays, students must be able to report to the ASB's office located in downtown Albany, NY.**
- **Applications from students entering college/university during the 2024-25 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 the academic year and summer term. Students who are available to work during the summer and into the 2024-25 academic year are strongly preferred. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*
- The selected students will be hired as student assistants and paid hourly at the undergraduate student pay rate which is \$15.91/hr.
- Applications will be accepted online, and this position will be filled on a rolling basis\*
- U.S. citizenship and NYS 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 [News 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 instructions about the application process and the 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: [ASB ALB PUGS 2024](#)
- **The following three (3) application documents are required:**
  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.
    - 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.
    - 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.
- **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](mailto:recruitment@ag.ny.gov).**