Division of Administration
Legal Recruitment Unit – White Plains
Student Assistant
Reference No. LRU_PUGS_2024

Application Deadline is August 9, 2024*

Paid, Part-Time Placement for Undergraduate Students

The Office of the New York State Attorney General's (OAG) Legal Recruitment Unit (LRU) is seeking applications from undergraduate students for a paid, part-time placement. The LRU is responsible for recruiting attorneys and other professional and legal support positions as well as managing the office's student programs. The selected student will support the Unit's ongoing work with a focus on its entry-level hiring program for law graduates. The selected student will have the opportunity to continue developing their professional skills while working alongside the OAG's committed attorneys and other professional staff. **Applicants must have immediate availability.**

Duties:

- Provide administrative support for the OAG's entry-level hiring program for law graduates:
  - Downloading and preparing application packets
  - Scheduling interviews and coordinating related logistics
  - Monitoring email inbox, including responding to inquiries and flagging and escalating issues
  - Completing data-entry projects
- Assisting with event and training logistics
  - Booking space and preparing the room
  - Coordinating with IT and conference services
  - Preparing documents and other materials
  - Sending calendar invites
  - Making travel arrangements
- Completing various research and writing assignments
- Assisting with other administrative and office support functions

Qualifications:

- Enrollment in a full-time undergraduate degree program;
- A highly professional attitude with the mindset of providing prompt and courteous customer service;
- Detail oriented with excellent organizational, proofreading, and multitasking skills;
- Strong research and analytical abilities as well as verbal and written communication skills;
- Proactive with the ability to self-manage assignments and deadlines;
- Strong technology skills and proficiency using Microsoft Word, Excel, and Outlook; and
- Capable of working well both independently and as a member of a team.

Preferred qualifications:

- Students who are interested in the law, public service, recruitment, human resources, DEI, or related areas;
- Prior work experience in a legal or professional office setting;
- Prior work experience in recruitment, human resources, DEI, and/or college admissions;
- Experience using Canva or other graphic design programs;
- Experience using LinkedIn Recruiter; and
- Availability to travel to Lower Manhattan, if needed.

Placement Details

- **The format of this placement is hybrid.** Students who are working in a hybrid placement may report to their designated workstation two or three (2-3) days per week. On the days student will be working remotely, 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.

- **Applications from students who are starting their first year of college/university during the 2024 fall semester will not be considered.**
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time graduate or undergraduate 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. We are seeking applicants who are available to work during the fall and spring terms. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed*.
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate, which is $17.23.
- 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 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 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: **LRU_PUGS_2024**
- **The following four (4) application documents are required:**
  (Click on the document name to learn more)
  1. **Cover Letter**
     - You may address your letter to the Legal Recruitment Unit.
     - Indicate your availability and preferred work schedule.
     - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the OAG's ability to better serve the diverse population of this state.
  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**
     - 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.
     - If needed, please include a cover page providing the reviewer with any relevant background information or context.
- **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.