



**Division of Regional Affairs**  
**Suffolk Regional Office – Hauppauge**  
**Student Mediator**  
**Reference No. SFK\_PUGS\_SPR\_2025**

**Application Deadline is November 1, 2024**  
**Paid, Part-Time Placement for Undergraduate Students**

The [Suffolk Regional Office](#) (RO) located in Hauppauge is seeking undergraduate students to serve as student mediators for pay. In addition to its other activities, the RO prosecutes businesses and individuals engaged in fraudulent, misleading, deceptive, or illegal trade practices. **We are seeking applicants with availability to start in December 2024 or January 2025.**

In addition to litigating, the RO mediates thousands of complaints each year from individual consumers. A large percentage of these complaints are resolved satisfactorily through an informal mediation process. The student is an integral part of this mediation process.

Students are given the title of "Mediators" and act as consumer advocates in negotiating consumer complaints with 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 problems, home repair, and automobiles.

The student mediator is exposed to the Office's procedures and philosophy and deals directly with consumers and merchants to resolve complaints. Student mediators are taught interviewing techniques and will have the opportunity to develop analytical skills as they learn to focus on the underlying issues to reach a resolution of each complaint. While each complaint is reviewed by a member of our professional staff, the student mediator typically exercises significant discretion and independent judgment. Professional staff and attorneys are always available to answer questions. The position gives students an unusual degree of responsibility and requires them to display excellent judgment.

## **Placement Details**

- **The format of this placement is hybrid.** The selected student must be available to report to their workstation at 300 Motor Parkway in Hauppauge, New York, two or three (2-3) days per week. On the days students 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.
- **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.**
- **Applications from students who are starting college/university during the 2024-25 academic year will not be considered.**
- Undergraduate students hired for this placement will work part-time, 15-30 hours per week.
- Applicants who are available to begin working in December 2024/January 2025 and can continue working through the summer term are strongly preferred.
- The application deadline is November 1, 2024, but please be advised this placement will be filled on a rolling basis.\*
- Undergraduate students will be hired as student assistants and paid the hourly rate of \$17.23.
- 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 [News & Media](#) 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 fall placements are being received online. To apply, please click here to apply: [SFK PUGS SPR 2025](#)
- The application deadline is November 1, 2024, but please be advised this placement will be filled on a rolling basis.\*
- **The following four (4) documents are required for your application:**
  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](mailto:recruitment@ag.ny.gov).