Social Justice Division
Environmental Protection Bureau - Albany
Student Assistant for GIS & Data Analysis
Reference No. EPB/GIS_ALB_PUGS_SUM_2025

Paid Summer Placement for Undergraduate & Graduate Students | Application Deadline is February 28, 2025*

The Office of the New York State Attorney General's (OAG) [Environmental Protection Bureau](#) (EPB) is charged with enforcing state and federal environmental laws and has the power to file lawsuits on behalf of the state of New York to protect public health and the environment. The bureau enforces environmental standards and defends state agencies when their regulatory efforts are challenged in court. In addition, the bureau's attorneys and technical staff investigate and respond to citizen complaints, file lawsuits for public nuisance conditions, prosecute environmental crimes, enforce laws, and prepare reports and brochures on environmental issues, including environmental justice.

During the 2025 Summer Program, EPB in Albany has a paid placement available for an undergraduate or graduate-level Student Assistant for Environmental Justice, Geographic Information Systems (GIS) and Data Analysis. The student assistant will use spatial and data analytical tools such as R and Esri products to support the work of the agency in investigating and analyzing difficult and groundbreaking environmental and environmental justice issues. They will gain experience working in the context of state government and in a professional office environment. The student assistant will find and prepare environmental and social data sets for spatial and nonspatial statistical analysis, as well as produce beautiful and compelling maps and data visualizations for concisely communicating complex information. EPB Scientists will provide the student assistant with mentoring, guidance, and advice, thereby facilitating learning and professional development.

Student assistants may gain experience working with federal, state and local government agency staff, non-profit environmental organizations, and experts. In the past, students have worked on issues including climate change, hazardous and solid waste management, toxic air emissions, public health, sustainability and energy-related matters, drinking water quality, and wetland management. Students work closely with the science and policy staff and other professionals in the office who will provide mentoring, guidance, and advice to support their learning and performance. The key qualities we look for include a strong background in science, intellectual curiosity, strong initiative, effective writing and communication skills, and an interest in social justice and environmental quality.

Duties:
- Procure high-quality, peer reviewed environmental and other data sets for environmental and environmental justice analysis;
- Prepare GIS figures and maps as well as other reports based on environmental or other data for presentations or litigation;
- Research and summarize issues using the internet and scholarly databases;
- Brief staff on technical issues and update them on the most recent developments;
- Draft memos, reports, and fact sheets;
- Procure technical information and undertake scientific and data analyses;
- Prepare presentations using Microsoft Excel and PowerPoint; and the
- Student assistant may have the opportunity to assist staff in preparing for negotiations with violators of environmental laws and participating in field work activities.

Qualities we look for include a strong science background, background and/or experience in environmental justice and data analysis, familiarity with ArcMap and R, intellectual curiosity, strong initiative, and effective writing and communication skills.

Summer Program Details

- **The format of this placement is hybrid or remote.** Please review the following for more information about both format options.
    - **Hybrid Placements:** Students report to their designated workstation two or three (2-3) days per week. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
    - **Remote Placements:** Students telecommute for the duration of their placements. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework. *Please be advised, students hired for remote, paid placements must be available to complete their payroll onboarding paperwork in-person at OAG's offices in Albany or New York City or at one of the* [13 regional office locations](#).
- 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 2025 fall semester will not be considered.
- The summer program will run for eight weeks from May 19 – July 11, 2025. Students hired for the program must be available to work full-time (37.5 hours/week) during these dates and for the entire eight (8) weeks of the program.
- Applications are accepted online until **February 28, 2025**, and paid placement offers are made on a rolling basis.*
- Graduate students are paid the hourly rate of $17.55 and undergraduate students are paid the hourly rate of $15.91.
- United States (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 OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public 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 summer placements are being accepted online. To apply, please visit

    [EPB/GIS_ALB_PUGS_SUM_2025](#)

- Applications are submitted separately for each bureau/regional office, and an applicant's candidacy for each application is determined separately by each bureau/regional office.
- Please limit your application submissions to three (3) total across all bureaus/regional offices.
- Applications are accepted online until **February 28, 2025**, and paid placement offers are made on a rolling basis.*
- **The following five (5) documents are required for your application:**

    Your documents should reflect your own thoughts/work product in text that was written by you.

    1. **Cover Letter**
        - You may address your letter to the Legal Recruitment Unit.
        - Indicate why you are interested in a placement with 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 OAG's ability to better serve the diverse population of this state.

- Please indicate your format preference: hybrid or remote.

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.
   - We do not conduct reference checks until after you interview for a 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.

5. **Course List**
   - In lieu of a transcript, please provide a list of science courses, engineering courses, and any other courses relevant to your application that you have successfully completed since beginning college or university. If you are currently pursuing a graduate degree, this list should include courses that you have successfully completed for both your undergraduate and graduate degrees.
   - **This list should include courses that you have successfully completed for both your undergraduate and graduate degrees.**
   - Please be advised this information will be used to assess whether you have the necessary science and other prerequisites for this placement.

- Failure to submit a complete application will delay the consideration of your candidacy.
- Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.
- Please submit your application for a summer placement at least three (3) weeks before any deadlines that could impact your candidacy and note this in your cover letter.
- If a bureau wishes to schedule an interview, they will contact you directly to arrange this meeting.

If you have questions about a placement with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov.