



**Division of Administration
Administrative Services Bureau - Albany
Student Assistant
Reference No. ASB_ALB_PUGS_2025**

Paid, Part-Time Placement for Undergraduate Students | Application Deadline is February 7, 2025*

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 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 OAG in Albany;
- Delivering and picking-up mail from 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 starting 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 2025-26 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 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 this placement must be submitted online. To apply, please click on the following link:

[ASB ALB PUGS 2025](#)

- **The following four (4) documents must be submitted with 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.
- 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.
- 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 this 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.