



**Division of Administration
Office of Diversity and Inclusion- New York City
Student Assistant for Diversity, Equity, and Inclusion
Reference No. ODI_NYC_PUGS_SPR_2025**

Spring Paid Placements for Graduate and Undergraduate Students | Application Deadline is February 7, 2025*

The [Office of Diversity and Inclusion](#) (ODI) in the Office of the New York State Attorney General (OAG) is seeking talented graduate and undergraduate students for paid placements during the 2025 Spring Program. The mission of ODI is to provide leadership, guidance, and support with respect to diversity, equity, inclusion, and accessibility (DEIA) issues at OAG. Specific areas of focus include OAG policies and procedures, recruitment and hiring, staff education and training, employee engagement, procurement, and diversity and inclusion events. ODI supports OAG in building a diverse team and workplace that celebrates diversity and fosters a culture of inclusion, equity, and accessibility.

Duties:

- Provide administrative support to the ODI, e.g., monitoring email and telephone calls;
- Assist with review of OAG policies through a DEI lens to ensure alignment with industry standards and ODI mission;
- Assist with creating, analyzing, and interpreting survey data to identify trends and support ODI's strategic initiatives;
- Research creative content for DEIA intranet, workshops, panel discussions, multicultural observances, and initiatives;
- Conduct other internet research projects;
- Review DEIA trainings;
- Update catalog of trainings;
- Design event flyers; and
- Assist with special projects as needed.

Please be advised ODI supports the operations of OAG and does not engage in legal casework.

Qualifications:

- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer service;
- Excellent written and verbal communication skills;
- Strong analytical skills;
- Able to work independently;
- Highly organized and detail oriented;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, Forms, and Outlook;
- Prior experience with Canva or similar graphic design programs is preferred but not required; and
- Foreign language proficiency is desirable.

Spring Program Details

- **The format of this placement is hybrid.** 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.
- **To be eligible for a paid spring placement, applicants must be able to demonstrate they are full-time**

students in good academic standing as defined by their schools. Applications from student who will be starting college/university during the 2025 fall semester will not be considered.

- The students hired for this placement will work part-time for the spring semester (15 hours/week for 12 weeks for a total of 180 paid hours). Graduate students will be hired as student assistants and be paid the hourly rate of \$17.55. Undergraduate students will be hired as student assistants and be paid the hourly rate of \$17.23.
- Applications are accepted online until **February 7, 2025**, and paid placement offers are made on a rolling basis.*
- Students who are hired for the spring program may begin their placements on January 22, 2025, or after.
- 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 spring placements must be submitted online. To apply, please visit [ODI NYC PUGS SPR 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.
- Applications are accepted online until **February 7, 2025**, and placement offers are made on a rolling basis.*
- **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 choose to 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.

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

- Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/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.
- 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 spring 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.