Administration Division
Information Technology Bureau—Security Operations Office
Student Assistant
Reference No. ITB/SEC_PUGS_2025

Paid, Part-Time Placement for Graduate and Undergraduate Students | Application Deadline is May 2, 2025*
Applicants must be available to work May – August 2025

The Office of the New York State Attorney General's (OAG) [Information Technology Bureau](#) (ITB) is seeking applications from graduate and undergraduate students for a paid, part-time placement with the Security Operations (SecOps) Office in **Latham**. This placement provides an excellent opportunity for students who are either pursuing or are interested in pursuing careers in technology, business, operations, or other related fields. The selected student will work with and receive training from OAG's dedicated and talented team of IT professionals. **Students must be available to work the full summer term, May-August 2025.**

The OAG is recognized as a national leader in civil rights, investor protection, labor rights, personal privacy, public safety, and criminal law enforcement. ITB has the unique responsibility of supporting OAG as the People's Lawyer in its many and varied initiatives, multiple locations, and numerous platforms. The OAG is responsible for defending the State in litigation, engages in affirmative civil and criminal investigations and litigation, and serves as the chief guardian of the legal rights of the citizens of New York, its businesses, and its natural resources. The Division of Administration and ITB proudly play a role in the daily support of this mission.

Duties:
- Participate in daily security matrix reviews.
- Assist with vulnerability assessments and infiltration testing.
- Participate in incident investigations, including documenting and tracking these incidents.
- Research policies and best practices and participate in brainstorming meetings in coordination with the SecOps and Information Security Office (ISO) teams to improve internal processes and OAG's overall cyber security posture.
- Assist with digital investigations, incident response efforts, and other special projects.

Qualifications:
- Enrollment in a full-time graduate or undergraduate degree program and a demonstrated interest in information technology.
- Students who are in degree programs with a technology, business, or operations focus are preferred.
- Prior experience in IT support is a plus but is not required.
- Excellent analytical, verbal, and written communication skills.
- Organized, proactive, and detail oriented with the ability to self-manage assignments and deadlines.
- Capable of working well both independently and as a member of a team.
- Comfortable using technology to complete work assignments, including a willingness to learn new software applications as needed, and proficient at using Word, Excel, and Outlook.
- Brings a customer and team-focused mindset to the work.

Placement Details
- On their scheduled workdays, students must be able to report to their designated workstation to work in-person.
- To be eligible for this 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 2025-2026 academic year will not be considered.==

- The selected candidates will be hired as student assistants and paid hourly at the graduate student rate, which is $17.55, or the undergraduate student rate, which is $15.91 - $17.23 (depending on location).
- Applicants must be available to work 15-30 hours per week during regular business hours starting in May. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed*.
- Applications are accepted online until May 2, 2025, and paid placement offers are made on a rolling basis.*
- 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 this placement must be submitted online. To apply, please click on the following link:

ITB/SEC_PUGS_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 **May 2, 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.
        - Please indicate your location preference: Latham, Syracuse, or New York City.
        - 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.