



**Executive Division**  
**Press Office – Utica, Albany, or Remote**  
**Student Assistant for Graphic Design**  
**Reference No. PO/GD\_PUGS\_2025**

**Paid, Part-Time Placement for Undergraduate Students | Application Deadline is May 30, 2025\***

The Office of the New York State Attorney General's (OAG) Press Office is seeking a talented student with fresh, creative ideas and an excellent eye for detail for a Graphic Design placement. Through this placement, the student will gain real world experience in a fast-paced environment. The selected student will collaborate with several teams within OAG including the Press Office that oversees OAG's communications and media strategy (including OAG's web and social media presence), speechwriting, and leads major public awareness campaigns along with advising the Attorney General on communications matters.

The ideal candidate will be skilled at typography, layout, color, and other design fundamentals; will be able to work independently while also regularly engaging with staff at all levels; will have effective communication and presentation skills; will be able to manage multiple projects simultaneously while meeting tight deadlines; and will be receptive to constructive feedback.

**Duties:**

- Create and design clear, engaging graphic communications for digital and print; this will include print and social media, PowerPoint presentations, and other materials as needed;
- Work closely with the Senior Graphic Designer to translate messaging concepts into final materials;
- Adhere to brand guidelines and complete projects according to deadlines;
- Receive and implement feedback from the Senior Graphic Designer and other stakeholders; and
- Prepare final materials for either printing or digital release, as needed.

**Qualifications:**

- Must be currently seeking a BA/BS/BFA in Graphic Design, an AS in Arts, or another relevant degree field;
- Highly proficient at using Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat;
- Proficient using the MS Office (Excel, PowerPoint, and Outlook);
- Strong organizational skills, highly attuned to details, and self-motivated to produce quality work product;
- Excellent written and verbal communication skills;
- Able to work in a dynamic and deadline-driven environment; and
- Illustration, video production, and motion graphic skills are a plus.

**Placement 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 this placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applicants must be rising juniors or seniors.**
- Applicants must be available to work 15-30 hours per week for at least the summer term. Students who are available to continue working during the fall semester are preferred. *Reappointment for additional terms/semesters is neither automatic nor guaranteed.*
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate, which is \$15.91.
- Applications are accepted online until **May 30, 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 are being accepted online. To apply, please click on the following link:

### **[PO/GD PUGS 2025](#)**

- **The following four (4) documents are required for your application:**

*Your documents should reflect your own work product. 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.*

#### **1. Cover Letter**

- You may address your letter to the Legal Recruitment Unit.
- Please specify your location preference: Utica, Albany, or remote.
- 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.
- We do not conduct reference checks until after you interview for a placement.

#### **4. Design Portfolio**

- In lieu of a writing sample, please upload a portfolio of six (6) pieces that highlight your experience with print materials and web-based designs/layouts.
- Save these as one file and upload it using the field that is provided for a writing sample.

- Failure to submit a complete application will delay the consideration of your candidacy.
- If the 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](mailto:recruitment@ag.ny.gov).**