



Regional Affairs Division
Suffolk Regional Office – Hauppauge
Student Mediator
Reference No. SFK_PUGS_SUM_2025

Paid, Part-Time Placement for Undergraduate Students | Application Deadline is May 23, 2025*

The [Suffolk Regional Office](#) (RO) located in Hauppauge is seeking undergraduate students to serve as student mediators for pay. In addition to its other activities, the RO prosecutes businesses and individuals engaged in fraudulent, misleading, deceptive, or illegal trade practices. **We are seeking applicants with availability to start in June 2025.**

In addition to litigating, the RO mediates thousands of complaints each year from individual consumers. A large percentage of these complaints are resolved satisfactorily through an informal mediation process. The student is an integral part of this mediation process.

Students are given the title of "Mediators" and act as consumer advocates in negotiating consumer complaints with merchants. Each mediator is assigned a docket of complaint files covering a broad range of consumer issues including retail sales, mail order transactions, credit transactions, telemarketing, warranty problems, home repair, and automobiles.

The student mediator is exposed to the Office's procedures and philosophy and deals directly with consumers and merchants to resolve complaints. Student mediators are taught interviewing techniques and will have the opportunity to develop analytical skills as they learn to focus on the underlying issues to reach a resolution of each complaint. While each complaint is reviewed by a member of our professional staff, the student mediator typically exercises significant discretion and independent judgment. Professional staff and attorneys are always available to answer questions. The position gives students an unusual degree of responsibility and requires them to display excellent judgment.

Placement Details

- **The format of this placement is hybrid.** The selected student must be available to report to their workstation at 300 Motor Parkway in Hauppauge, New York, two or three (2-3) days per week. On the days students will be working remotely, they will need to have access to a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
- **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 student who will be starting college/university during the 2025 fall semester will not be considered.**
- Undergraduate students hired for this placement will work part-time, 15-30 hours per week.
- Applicants who are available to begin in June 2025 and can continue working through the fall term are strongly preferred. Please be advised reappointment for additional terms or semesters is neither automatic nor guaranteed.
- Applications are accepted online until **May 23, 2025**, and paid placement offers are made on a rolling basis.*
- Undergraduate students will be hired as student assistants and paid the hourly rate of \$17.23.
- 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 click on the following link:
[SFK 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 **May 23, 2025**, and paid placement offers are made on a rolling basis.*
- **The following four (4) documents are required for your application:**

Your documents should reflect your own thoughts/work product in text that was written by you. 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.
- 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. 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.
- Failure to submit a complete application will delay the consideration of your candidacy.
 - 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.