Regional Offices Division
Westchester Regional Office
Student Mediator
Reference No. WES_PUGS_2025

Application Deadline is June 20, 2025*
Paid, Part-Time Placement for Undergraduate Students

The Office of the New York State Attorney General's (OAG) Westchester Regional Office (WES) has a paid placement available for an undergraduate student who is interested in working as a student mediator. In addition to other legal matters, the WES prosecutes businesses and individuals engaged in fraudulent, misleading, deceptive, or illegal trade practices, and mediates thousands of complaints each year from individual consumers. A large percentage of these complaints are successfully resolved through mediation. Student mediators play an integral role in the mediation process. Students serve as consumer advocates in negotiating complaints against 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, immigration fraud, telemarketing, warranty matters, home repair, and automobile sales, among others. **Applicants must have immediate availability.**

As mediators, students are taught interviewing techniques and develop their analytical skills as they learn to focus on the underlying issues for each complaint. While each complaint is reviewed by a member of our professional staff, students typically exercise significant discretion and independent judgment. Professional staff and attorneys are always available to answer questions. The position provides students a high degree of responsibility and requires them to exercise sound judgment. Applicants must be articulate, analytical, and organized. No specific experience is required.

Placement Details

- **The format of this placement is hybrid.** Students who are working in a hybrid placement must be able to report to the Westchester Regional Office two to three (2-3) days per week. On the days student 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.
- **Applications from students who are starting their first year of college/university during the 2025 fall semester will not be considered.**
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time undergraduate students in good academic standing as defined by their schools.**
- Applicants must be available to work 15-30 hours per week during regular business hours. We are seeking applicants who are available to work the remainder of the summer term and into the fall semester. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed*.
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate, which is $17.75.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
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- 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:
  ### WES_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 June 20, 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 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 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.
     - Please indicate your format preference: hybrid or remote.
  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.
- 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.