



Social Justice Division
Labor Bureau – New York City
Student Assistant
Reference No. LAB_NYC_PUGS_2025

Paid, Part-Time Placements for Graduate and Undergraduate Students | Application Deadline is October 10, 2025*

The Office of the New York State Attorney General's (OAG) [Labor Bureau](#) is seeking applications from graduate and undergraduate students for a paid, part-time placement; this is an excellent opportunity for students who are either pursuing or are considering pursuing legal and/or labor rights-related careers. The Labor Bureau enforces labor standards and other legal protections for workers including those most vulnerable to exploitation, and defends the Department of Labor when litigation is commenced. The selected student will support the bureau's ongoing docket, develop legal skills, and work directly with attorneys, support staff, and other professionals. Applicants must have immediate availability.

Duties:

The selected student may assist with the following:

- Assisting with intakes
 - Interviewing members of the public to obtain detailed information regarding complaints made to the bureau; and
 - Assisting with witness interviews.
- Providing eDiscovery support
 - Searching for documents for deposition preparation and preparing deposition summaries;
 - Tagging, reviewing, and organizing documents for production as well as incoming document production;
 - Maintaining discovery request logs and tracking what has been received and what is outstanding; and
 - Coordinating as needed with OAG's Practice Technologies Group on technical issues.
- Assisting with legal filings
 - Cite-checking, formatting, and proofreading briefs and other documents;
 - Conducting searches using Westlaw or Lexis;
 - Creating tables of contents and tables of authority; and
 - Assisting with submitting filings.
- Assisting with research and writing assignments
- Assisting with community outreach and office initiatives, including, for example, helping with coordinating meetings and taking minutes
- Assisting with other legal and office support functions

Qualifications:

- Enrollment in a full-time graduate or undergraduate degree program;
- Excellent organizational, proofreading, and multitasking skills;
- Strong research and analytical abilities as well as verbal and written communication skills;
- Proactive with the ability to self-manage assignments and deadlines;
- Capable of working well both independently and as a member of a team; and
- Strong technology skills and proficiency using Microsoft Word, Excel, and Outlook.

Preferred Skills/Experience:

- Students who are pursuing degrees in a relevant area of study such as prelaw, legal/paralegal studies, criminal justice, etc.;
- Prior work experience in a legal setting;
- Familiarity with and experience using legal research and eDiscovery applications; and

- Fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.)

Placement 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.
- **At the time students receive and accept a paid placement offer, they must provide written documentation demonstrating they are full-time students in good academic standing as defined by their schools. Applications from students who are starting college/university during the 2025-26 academic year will not be considered.**
- Applicants must be available to work 15 hours per week during regular business hours. We are seeking applicants who are available to work during the fall and spring terms. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed.*
- Graduate students are paid the hourly rate of \$19.38 and undergraduate students are paid the hourly rate of \$17.75.
- *Applications are accepted online until **October 10, 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 paid placement must be submitted online. To apply, please click on the following link:

[LAB NYC PUGS 2025](#)

- *Applications are accepted online until **October 10, 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.

2. Resume

- Ensure your resume is complete and current prior to submitting your application.

3. Reference List

- Submit a list of three (3) professional references (i.e., supervisor or professor).
- 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.