



Social Justice Division

Community Partnership Initiative—New York City

Student Assistant

Reference No. **SJD/CPI_NYC_PUGS_2026**

Paid, Part-Time Placement for Undergraduate Students | Application Deadline is February 13, 2026*

The Office of the New York State Attorney General's (OAG) [Social Justice Division](#) (SJD) is seeking applications from undergraduate students for a paid placement during the spring and summer terms; this is an excellent opportunity for students who have strong technical skills and are interested in the intersection between community advocacy and government. The selected student will support SJD's Community Partnership Initiative (CPI) by helping to develop a Community Partnership Directory (CPD). **The selected student must be available to start their placement in late February or early March.**

The goal of the CPD is to help SJD build community partnerships that will ensure greater equity in the division's legal methodologies and enforcement approach by amplifying the work and voices of local, on-the ground advocates. The CPD will allow SJD staff to search for organizations to partner with, determine if OAG already has a relationship with organizations, and input and track relationships they have developed through our partnership efforts. The selected student will assist with the development, launch, and maintenance of the directory.

Duties:

- Finalize the dataset of organizations, research and input information about the organizations;
- Assist with the launch of the CPD, coordinate related logistics, and draft communications, etc.;
- Maintain the CPD, review data entered by SJD staff, transfer relevant information to the directory's datasets, and contact SJD staff to resolve questions;
- Add organizations to the CPD, perform the same research as discussed in the first bullet;
- Perform regular quality control review of data in the CPD to ensure it remains updated;
- Respond to queries by SJD staff regarding the CPD, and escalate matters as needed to supervisors;
- Summarize attributes of the CPD, such as data quality status, counts of organizations matching given specifications, etc., for supervisors and/or other SJD staff; and
- Execute other projects related to the CPD.

Required Qualifications:

- Strong technology skills and proficiency using Microsoft Word, Excel, Access, and Outlook;
- Excellent organizational, proofreading, and multitasking skills;
- Strong verbal and written communication skills;
- Proactive with the ability to self-manage assignments and deadlines; and
- Capable of working well both independently and as a member of a team.

Preferred Qualifications:

- Experience in database management or development; and
- Prior experience working with community-based organizations or with community engagement.

Placement Details

- **The format of this placement is remote.** 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](#).*

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 15-30 hours per week during regular business hours. We are seeking applicants who are available to work during spring and summer terms. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed.*
- The selected undergraduate student will be hired as a student assistant and paid hourly at the undergraduate student rate, which is \$17.75.
- *Applications are accepted online until **February 13, 2026**, 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.

*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 the following link:

[**SJD/CPI NYC PUGS 2026**](#)

- *Applications are accepted online until **February 13, 2026**, and paid 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. Do not use artificial intelligence (AI) to generate application documents. 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 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 2-4 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.