



Administration Division
Legal Education & Professional Development—New York City
Student Assistant for Training
Reference No. LEPD_PUGS_2026

Paid Placements for Undergraduate Students | Application Deadline is March 13, 2026*

[Legal Education & Professional Development](#) (LEPD) in the Office of the New York State Attorney General (OAG) is seeking a talented and qualified undergraduate student to assist with all logistics involved with developing, administering, and deploying a robust training and professional development curriculum and events schedule. **The selected student must be available to begin working in April or early May.**

LEPD is responsible for providing professional development opportunities and skills training to all OAG employees, including Continuing Legal Education (CLE) programs for OAG and other New York state government attorneys. The selected student will assist the training teams located in Albany and New York City with all aspects of administering and executing the training and professional development curriculum and events schedule.

Duties:

- Assist with research for course and program development;
- Create and edit updates to the LEPD intranet page;
- Design and update training documentation, presentations, and catalogues;
- Proofread and edit communications and presentations;
- Support LEPD programs and events; and
- Other duties as assigned.

Qualifications:

- Proficiency using video conferencing applications (Zoom, Webex, Teams, Discord, etc.);
- Experience managing files in cloud storage;
- Excellent writing and analytical skills;
- Skill in document layout, graphic design, and organization;
- Comfort working remotely and using various virtual communication platforms;
- Detail-oriented and highly organized; and
- Strong customer service skills and highly professional, with the ability to work well with employees from all staffing levels.

Placement Details

- **The format of this placement is hybrid.** Students must be available to report to OAG's offices at 28 Liberty Street in Lower Manhattan several days (2-3) 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.
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from students who are starting college or university during the 2026 fall semester will not be considered.**
- **The undergraduate student hired for this placement will work part-time** for up to 30 hours per week from April/early May through the end of August. Students who are available to continue working during the fall semester are preferred. *Reappointment for additional semesters or terms is neither automatic nor guaranteed.*
- The undergraduate student will be hired as a student assistant and be paid the hourly rate of \$17.75, depending on location.
- Applications are accepted online until **March 13, 2026**, and paid placement offers are made on a rolling

basis.*

- Students who are hired for this placement must be available to begin working in mid-January.
- 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 must be submitted online. To apply, please click the following link:

[LEPD PUGS 2026](#)

- *Applications are accepted online until **March 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.
- Please indicate your location preference: Albany or New York City.
- Please also indicate your format preference: hybrid or remote.

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.