



**Administration Division**  
**Budget and Fiscal Management Bureau—Albany**  
**Student Assistant for Procurement**  
**Reference No. BFMB\_PUGS\_2026**

**Paid Placement for Undergraduate Students | Application Deadline is May 29, 2026\***

The Office of the New York State Attorney General's (OAG) [Budget and Fiscal Management Bureau](#) (BFMB) is seeking a motivated student to join its Procurement Unit. BFMB is responsible for the preparation, implementation, and evaluation of OAG's annual budget. BFMB is also responsible for maintaining fiscal controls and serves as the agency's liaison with the Governor's Division of Budget and the Office of the State Comptroller (OSC). There are five main units within BFMB: the Budget Unit, the Procurement Unit, the Payments Unit, the Travel Unit, and the Revenue Unit.

Under the supervision of BFMB staff, the student will support the bureau's Procurement Unit. The student's responsibilities will include the daily management of the unit's email inbox, records management activities, procurement reconciliations, and other projects as needed. The Procurement Unit will provide the selected student with the training needed to complete the assigned tasks. **Applicants must have immediate availability.**

**Duties:**

- Assisting with maintaining the Procurement Unit's mailbox, including reviewing and sorting incoming mail, distributing messages to the appropriate staff contacts, escalating urgent matters, and responding to basic questions;
- Researching purchase orders referenced in emails to the Procurement Unit;
- Logging and tracking purchase requests;
- Records management, including retrieving documents from file storage, preparing records for off-site transfer, and scanning, printing, and filing as needed;
- Reviewing procurement card logs for completeness and following up as needed with OAG staff to request additional information and/or documentation;
- Processing requests for quotes and purchase orders with supervisor oversight;
- Entering data into the Statewide Financial System database; and
- Answering BFMB phones.

**Preferred Qualifications:**

- Applicants who are pursuing a degree in accounting, economics, finance, business administration, or another related field are desirable;
- Comfort using technology to complete work and proficiency using Word, Excel, and Outlook;
- Displays sound judgment and is capable of handling confidential and sensitive information with discretion;
- Proactive, organized, and detail oriented;
- Ability to prioritize and self-manage multiple time-sensitive tasks effectively; and
- Brings a customer and team-focused mindset to the work with the goal of providing prompt and accurate support to OAG staff and vendors.

**Placement Details**

- **The format of this placement requires availability to perform in-office work at OAG's downtown Albany offices.** On an ad hoc basis, the selected student may request supervisory approval to work remotely. On the days the student is approved to work remotely, they need access to 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 2026-27 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 the full summer term (June-August). Applicants who can continue working into the 2026 fall semester are preferred. *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 \$16.39.
- \*Applications are accepted online until **May 29, 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.
- 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 visit the following link:

### **BFMB\_PUGS\_2026**

- \*Applications are accepted online until **May 29, 2026**, 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 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 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.

**The OAG provides reasonable accommodations to applicants with disabilities. If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**