## Administration Division
## Information Technology Bureau—New York City
## Student Assistant for Client Services
## Reference No. ITB_PUGS_2027

### Paid, Part-Time Placement for Graduate & Undergraduate Students | Application Deadline is December 11, 2026*

The Office of the New York State Attorney General's (OAG) Information Technology Bureau (ITB) is seeking applications from graduate and undergraduate students for a paid, part-time placement with its Client Services Team in New York City. This placement provides an excellent opportunity for students who are either pursuing or are interested in pursuing careers in technology, business, operations, or other related fields. The selected students work with and receive training from OAG's dedicated and talented team of IT professionals. **Students with immediate availability are preferred.**

The OAG is recognized as a national leader in civil rights, investor protection, labor rights, personal privacy, public safety, and criminal law enforcement. ITB has the unique responsibility of supporting OAG as the People's Lawyer in its many and varied initiatives, multiple locations, and numerous platforms. The OAG is responsible for defending the state in litigation, engages in affirmative civil and criminal investigations and litigation, and serves as the chief guardian of the legal rights of the citizens of New York, its businesses, and its natural resources. The Administration Division and ITB proudly play a role in the daily support of this mission.

### Client Services Team

- Assist with unboxing, assembling, tagging, deploying, and installing technology assets, particularly for upcoming technology refreshes, which also involves the breakdown and disposal of packaging and shipping materials.
- Organize IT storage rooms and closets to consolidate equipment and mark assets for surplus/e-waste disposal.
- Update asset inventory/tracking to identify duplicates, gaps, and other data integrity issues.
- Maintain asset management reports and spreadsheets, including making updates, merging data, and conducting analysis.
- Assist with drafting and communicating policies and procedures.
- Develop and review technical writing guides.
- Perform other assignments and projects as needed.

### Qualifications:

- Enrollment in a full-time graduate or undergraduate degree program and a demonstrated interest in information technology.
- Students who are in degree programs with a technology, business, or operations focus are preferred.
- Prior experience in IT support is a plus but not required.
- Excellent analytical, verbal, and written communication skills.
- Organized, proactive, and detail oriented with the ability to self-manage assignments and deadlines.
- Capable of working well both independently and as a member of a team.
- Comfortable using technology to complete work assignments, including a willingness to learn new software applications as needed, and proficient at using Word, Excel, and Outlook.
- Brings a customer and team-focused mindset to the work.

## Placement Details

- **The format of this placement is in-office.** Therefore, students must be available to report to OAG's office at 28 Liberty Street in Lower Manhattan on their scheduled workdays.
- **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 will be starting college/university during the 2027 spring semester will not be considered.**
- The student hired for this placement will be hired as a student assistant and work part-time for 15-30 hours per week. Students must be available to work late December/early January through May. Students who are available to continue working during the summer are preferred. Reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.
- The student hired for this placement will be hired as a student assistant and work part-time for the semester (15-30 hours per week). Graduate students are paid the hourly rate of $20.25 and undergraduate students are paid the hourly rate of $18.55.
- *Applications are accepted online until **December 11, 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 paid placements must be submitted online. To apply, please click the following link:

**ITB_PUGS_2027**

- 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 **December 11, 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 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.

**The OAG provides reasonable accommodations for 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 or phone at 212-416-8080.**

**For more information about OAG, please visit our website: ag.ny.gov**