Social Justice Division
Real Estate Finance Bureau—New York City
Student Assistant for Archiving & Records Management
Reference No. REF_NYC_PUGS_SPRING_2027

Spring Paid, Part-Time Placements for Undergraduate Students | Application Deadline is January 29, 2027*

The Records Management Unit in the Real Estate Finance Bureau of the Office of the New York State Attorney General (OAG) is seeking an undergraduate student for a paid placement during the 2027 Spring Program. The selected student will assist with archiving and records management projects during their placement.

The selected student's responsibilities may include drafting reports, updating databases, organizing information, archiving records, and entering metadata. In addition, interns gain experience working with legal support staff. Students are paired with experienced staff members who work closely with them to provide guidance and advice, thereby facilitating learning and enhancing performance.

The key qualifications we look for include: a background in archiving, library science, and records management; effective writing and strong communication skills; knowledge of Microsoft Office, Excel, and Word; strong initiative; high attention to detail; conducting work in a timely fashion; ability to function in a deadline-driven environment; multitasking; and an interest in real estate.

Spring Program Details

- **The format of this placement is in-office.** Therefore, applicants must be available to report to 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 are starting college/university during the 2026-27 academic year will not be considered.**
- The undergraduate student hired for this placement will work part-time for the spring semester (15 hours/week for 12 weeks for a total of 180 paid hours). The undergraduate student will be hired as a student assistant and be paid the hourly rate of $18.55.
- *Applications are accepted online until **January 29, 2027**, and paid placement offers are made on a rolling basis.
- Students who are hired for the spring program may begin their placements on January 20, 2027, or after.
- 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. You will be unable to edit or amend your application after it has been submitted.

- Applications for spring placements must be submitted online. To apply, please click the following link:

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- 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.
- **Please limit your application submissions to three (3) total across all bureaus/regional offices.**
- *Applications are accepted online until **January 29, 2027**, 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