



39th Annual Summer Law Internship Program Volunteer Undergraduate and Graduate Students (Non-Law) - Statewide

The application deadline for the 2018 SLIP is Friday, March 16th

The New York State Office of the Attorney General (OAG) is seeking talented undergraduate and graduate students for its 2018 Summer Law Internship Program (SLIP). The SLIP officially runs for 8 weeks between June and July (10-week appointments are available, if required by the applicant's funding source). ***The 2018 SLIP will begin on June 4, 2018.*** Interns commit to work full time for the entire duration of the program. These internships are either volunteer positions, externships for course credit, funded by a public service grant obtained by the student, or work study funded by a college. **We encourage applicants to confer with their financial aid offices and public interest career advisors for information regarding funding available for public service internships with a government agency such as the OAG.**

Placements are available statewide within the Divisions of Criminal Justice, Economic Justice, Social Justice, State Counsel, Appeals and Opinions, Regional Affairs, Executive and Administration. Undergraduate and graduate students assist professional and support staff in all phases of their work including but not limited to: non-legal research; data entry; drafting of correspondence and memos; assisting with consumer complaint intake and mediation; and performing clerical tasks such as filing, answering telephones, scheduling meetings. We are seeking hardworking interns who are committed to public service and have excellent research and writing skills; fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.) in addition to English is a plus, but not required.

Students selected for the SLIP will be assigned to one of the bureaus in the main offices in either Manhattan or Albany, or to one of the smaller regional offices. The practice area of a bureau is generally reflected in its name. Our regional offices are located in Binghamton, Brooklyn, Buffalo, Harlem, Suffolk, Nassau, Plattsburgh, Poughkeepsie, Rochester, Syracuse, Utica, Watertown, and Westchester. The regional offices are full-service locations that handle matters such as: consumer fraud complaints and mediations; consumer frauds and related criminal prosecutions; civil rights and labor law prosecutions; and the investigation and prosecution of environmental law violations. In addition, they handle State Counsel matters in defense of the state, its agencies and employees in lawsuits brought in state and federal courts. **For more information about the work of a bureau or regional office, please visit the [Divisions](#) and [Media Center](#) sections of our website.**

Students should only apply for those bureaus and/or regional offices of interest to them. Location preferences will be honored; however, bureau assignment may ultimately be made based upon the needs of the OAG.

PLEASE NOTE: If you are attempting to apply for a **volunteer law student position**, please click [here](#) to be redirected to that job postings page.

The bureaus and regional offices seeking volunteer graduate & undergraduate students for summer internships are as follows:

Bureau <small>(Click for more information about practice area)</small>	Location	Reference No. <small>(Click to Apply)</small>
Opportunities in Albany		
Claims (Torts/Med Mal Lit.)	Albany	CLA ALB VUGS SLIP 2018
Criminal Enforcement & Financial Crimes	Albany	CEFC ALB VUGS SLIP 2018
Division Of Criminal Justice/Accounting	Albany	DCJ ALB VUGS SLIP 2018
Environmental Protection/Geographic Information Systems (GIS)	Albany	EPB/GIS ALB VUGS SLIP 2018
Environmental Protection/Science & Policy	Albany	EPB/SCI ALB VUGS SLIP 2018
Health Care	Albany	HCB ALB VUGS SLIP 2018
Legal Education & Professional Development	Albany	LEPD ALB VUGS SLIP 2018
Public Integrity (Prosecution of Govt. Corruption)	Albany	PIB ALB VUGS SLIP 2018
Sex Offender Management	Albany	SOM ALB VUGS SLIP 2018
Opportunities in Buffalo		
Buffalo Regional Office	Buffalo	BUF VUGS SLIP 2018
Community & Intergovernmental Affairs	Buffalo	IGV BUF VUGS SLIP 2018
Consumer Frauds	Buffalo	CFP BUF VUGS SLIP 2018
Environmental Protection	Buffalo	EPB BUF VUGS SLIP 2018
Opportunities in New York City		
Brooklyn Regional Office	Brooklyn	BRK VUGS SLIP 2018
Harlem Regional Office	Harlem	HRM VUGS SLIP 2018
Charities/Accounting	New York	CHA ACC NYC VUGS SLIP 2018
Civil Rights	New York	CRI NYC VUGS SLIP 2018
Community & Intergovernmental Affairs	New York	IGV NYC VUGS SLIP 2018
Consumer Frauds	New York	CFP NYC VUGS SLIP 2018
Criminal Appeals/Habeas Corpus	New York	CAHC NYC VUGS SLIP 2018
Criminal Enforcement & Financial Crimes	New York	CEFC NYC VUGS SLIP 2018
Division Of Criminal Justice/Accounting	New York	DCJ NYC VUGS SLIP 2018
Economic Justice/Microeconomics Research	New York	DEJ NYC MRI VUGS SLIP 2018
Environmental Protection/Science & Policy	New York	EPB/SCI NYC VUGS SLIP 2018
Executive/Research Department	New York	EXEC/RD NYC VUGS SLIP 2018
Executive/Scheduling & Events	New York	EXEC NYC VUGS SLIP 2018
Health Care	New York	HCB NYC VUGS SLIP 2018
Information Technology	New York	IT NYC VUGS SLIP 2018
Internet & Technology	New York	INT NYC VUGS SLIP 2018
Investor Protection	New York	IPB NYC VUGS SLIP 2018
Labor	New York	LAB NYC VUGS SLIP 2018

Labor/Data Analysis & Research	New York	LAB DA/RES VUGS SLIP 2018
Legal Education & Professional Development	New York	LEPD NYC VUGS SLIP 2018
Legal Recruitment	New York	LRB NYC VUGS SLIP 2018
Litigation (Fed/State Defensive Lit.)	New York	LIT NYC VUGS SLIP 2018
Managing Attorney's Office	New York	MAO NYC VUGS SLIP 2018
Press Office	New York	PO NYC VUGS SLIP 2018
Public Integrity (Prosecution of Govt. Corruption)	New York	PIB NYC VUGS SLIP 2018
Real Estate Finance/Records Management	New York	REF/RM NYC VUGS SLIP 2018
Sex Offender Management	New York	SOM NYC VUGS SLIP 2018

Opportunities in Other Regional Office Locations

Poughkeepsie Regional Office	Poughkeepsie	POU VUGS SLIP 2018
Consumer Frauds	Rochester	CFP ROC VUGS SLIP 2018
Rochester Regional Office	Rochester	ROC VUGS SLIP 2018
Medicaid Fraud Control/Accounting	Suffolk (Hauppauge)	MFC ACC HAU VUGS SLIP 2018
Suffolk Regional Office	Suffolk (Hauppauge)	SFK VUGS SLIP 2018
Consumer Frauds	Syracuse	CFP SYR VUGS SLIP 2018
Sex Offender Management	Syracuse	SOM SYR VUGS SLIP 2018
Syracuse Regional Office	Syracuse	SYR VUGS SLIP 2018
Information Technology	Troy	IT TR VUGS SLIP 2018
Utica Regional Office	Utica	UTC VUGS SLIP 2018
Watertown Regional Office	Watertown	WTN VUGS SLIP 2018
Community & Intergovernmental Affairs	Westchester (White Plains)	IGV WES VUGS SLIP 2018
Organized Crime Task Force	Westchester (White Plains)	OCTF WES VUGS SLIP 2018
Westchester Regional Office	Westchester (White Plains)	WES VUGS SLIP 2018

*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 the 2018 SLIP are being received online. To apply, please visit our careers website: <http://www.ag.ny.gov/job-postings>.
- ❖ Please apply to no more than five (5) bureaus/regional offices.
- ❖ 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.
- ❖ Applicant deadline is **March 16, 2018**, but please note that positions are filled on a rolling basis.

❖ **The following documents are required for each application that is submitted:**

(Click on the document name to learn more)

◆ **Cover Letter**

- Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment.
- If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter for **each application**, ranking those bureaus/regional offices in order of your preference.
- Indicate in your cover letter whether there are any work-study funding or other deadlines related to your candidacy.

◆ **Resume**

◆ **List of three (3) references.**

- Only submit professional (i.e., supervisor or professor) references.
- Indicate your professional relationship to each reference.
- Include contact information and email addresses for each reference.

◆ **Transcript**

Unofficial transcript is acceptable.

◆ **Writing Sample**

Submit a piece that best demonstrates your ability to analyze, synthesize and organize a cohesive document that efficiently and effectively conveys information to your target audience.

◆ **Failure to submit a complete application will delay the consideration of your candidacy.**

❖ Please submit your application for the 2018 SLIP at least two (2) weeks prior to any deadlines that could impact your candidacy (e.g., work study funding deadline) and note this in your cover letter.

❖ Please allow at least three (3) business weeks for your application to be processed and reviewed by the hiring bureau/regional office. After three (3) weeks, to request a status update, [please click here](#).

If you have questions about a position with the OAG, the application process or need assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov.