The New York State Office of the Attorney General has a paid, part-time position available for an undergraduate or graduate student to serve as a Student Assistant in the Albany Law Library.

We are seeking a student who possesses the following: excellent organizational and communication skills, the ability to work with minimal supervision, highly detail oriented, basic proficiency in Microsoft Office Suite (i.e. Word, Excel, etc.) and the ability to lift up to 20 lbs. The selected student will provide support to Library collections management staff and will report to the Agency Program Aide.

Duties will include, but not be limited to the following: shelving and maintenance of library materials in the main library and bureau collections; unpacking and organizing shipments of library materials, as well as packaging books for delivery; filing of updates to legal materials, including loose-leaf and pocket part supplements; labeling and preparing new books for shelving; and special projects as assigned.

This is a paid position for 15 hours per week. The candidate selected for this position must be eligible to be employed in the U.S. and a full-time undergraduate or graduate student in good academic standing, as defined by their school. The selected candidate will be hired as a student assistant at the hourly rate of $13.86 for undergraduate students and $15.28 for graduate students. Candidates must be available to work for the full academic year.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.

HOW TO APPLY

Applications are being received online. To apply, please click on the following link:

LIB/CM_ALB_PUGS_FA/SP_2019-20

Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:

♦ Cover Letter
  - You may address to Legal Recruitment.
  - Indicate in your cover letter whether there are any deadlines related to your candidacy.
  - Please indicate your availability.

♦ 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 any piece of writing that demonstrates your ability to communicate and analyze information in a clear and concise manner, as well as your grammatical skills.

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

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