



Division of Economic Justice
Bureau of Internet & Technology – New York City
Student Assistant
Reference No. BIT_PUGS_NYC_2021

Paid, Part-Time Placement for Graduate or Undergraduate Students

Application Deadline is April 23, 2021

The [Bureau of Internet & Technology](#) in the New York State Office of the Attorney General (OAG) has a paid, part-time placement available in the New York City office for graduate and undergraduate students. We are seeking mature, bright, responsible, hardworking students with excellent organizational and interpersonal skills. They must also be able to work without supervision and are punctual and able to manage multiple, time sensitive tasks simultaneously.

The selected student will be assisting the Bureau's investigators, mediators, and support staff with consumer complaint intake; fulfilling information requests; and responding to general consumer mail, email and telephone inquiries. They will be responsible for complaint data entry and bureau database maintenance. The position will also involve occasional research and case development projects, light filing and other duties as assigned.

Placement Details

- **Due to the ongoing COVID-19 pandemic, current student programs are operating remotely until the OAG determines that it is able to provide an in-person experience.**
- **Applications from students entering their first year of college/university will not be considered.**
- Applicants must be available to work 15 hours per week during regular business hours for the full academic year (fall, spring and summer). *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*
- The selected candidate will be hired as a student assistant and paid hourly at either graduate student rate (\$15.28/hour) or the undergraduate student rate (\$15.00/hour).
- Applicants must be available by video conference for interviews.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- To be eligible, applicants must be full-time graduate or undergraduate students in good academic standing as defined by their schools.
- Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting the [Divisions and Bureaus](#) and [Media](#) sections of the OAG 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

Applications are being received online. To apply, please click on the following link: [BIT_PUGS_NYC_2021](#)

Applicants must be prepared to submit a complete application consisting of the following:

- [Cover Letter](#) (You may address to Legal Recruitment);
- [Resume](#);
- Unofficial college [transcript](#);
- [Writing Sample](#); and a
- List of three (3) professional or academic [references](#) with contact information and email addresses.

Please note: Failure to submit a complete application will delay the consideration of your application.

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact the Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

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