Executive Division
Correspondence & Public Information Unit
Paid, Part-Time Student Internship - Albany
Reference No. EXEC/CPI_ALB_PUGS_2019

The Correspondence and Public Information (CPI) Unit in the New York State Office of the Attorney General (OAG) is seeking a talented graduate or undergraduate student for a paid, part-time internship. This position is located in Albany.

CPI is primarily responsible for processing all non-legal correspondence that is received by the OAG. This includes postal mail, email, petitions, faxes, hand-delivered materials and documents forwarded by other state offices and agencies. Additionally, the Unit is responsible for fulfilling requests from the public, OAG staff, and other governmental entities for OAG publications and other critical educational and outreach materials. CPI has separate projects operating throughout the year including: managing the Attorney General’s Triple C Awards Program recognizing the achievements of NYS students; assisting with OAG events held in the Capitol (including press conferences, meetings, and receptions); and providing support to the Capitol reception team by answering the main phone line and staffing the reception desk. Our staff will provide all of the necessary training.

Duties will include, but are not limited to the following:

- Logging all incoming correspondence into a Microsoft Dynamics database;
- Scanning and transmitting documents via e-mail;
- Assisting with the output of regular mail merge projects;
- Maintaining the Unit’s filing system and preparing records for archival transfer;
- Packing and shipping publications;
- Recording publication orders in an Access database;
- Supporting the Capital reception team by answering phone calls and greeting visitors; and
- Providing periodic event support.

We are seeking candidates with the following qualifications:

- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer-service to staff and visitors at all levels and from all backgrounds;
- Highly organized and detail oriented;
- Capable of handling confidential and sensitive information;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, Access and Outlook;
- Foreign language proficiency is a plus, but not required.

This is a paid position for 20 hours/week for the fall and spring semesters and 30 hours/week during the winter and summer breaks. The candidate selected for this position must be eligible to be employed in the U.S. and a full-time graduate or undergraduate student in good academic standing, as defined by their school. The selected candidate will be hired as a student assistant at the rate of $15.28/hour for graduate students and $13.86/hour for undergraduate students. Candidates must be available to work for a minimum of two semesters.

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:

   EXEC/CPI_ALB_PUGS_2019

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. Writing that exemplifies analysis pertaining to a scientific or environmental issue is preferred.

♦ **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 the Legal Recruitment via email at recruitment@ag.ny.gov.