



Executive Division

Correspondence & Public Information Unit—Albany

Student Assistant

Reference No. CPUU_ALB_PUGS_2021

Paid, Part-Time Placement for Graduate & Undergraduate Students

The Correspondence and Public Information (CPIU) Unit in the New York State Office of the Attorney General (OAG) is seeking a talented graduate or undergraduate student for a part-time, paid placement. Our staff will provide all of the necessary training. **Applicants must have immediate availability.**

CPIU 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 that are 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. CPIU has separate projects operating throughout the year including: managing the Attorney General's Triple C Award Program for New York State Students, assisting with OAG events held in the Capitol (Press Conferences, meetings, receptions), and backing up Capitol reception employees in answering the main phone line and staffing the reception desk.

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

- Logging incoming correspondence in Microsoft Dynamics database;
- Scanning and transmitting documents via e-mail;
- Assisting with output of daily mail and large mail merge projects;
- Maintaining organized filing system and preparing records for archival transfer;
- Packing and shipping publications;
- Recording publication orders in Access database; and
- Providing backup for Capital receptionist by answering public phone line and greeting visitors.

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; and
- Foreign language proficiency is a plus, but not required.

Placement Details

- **Applications from students entering their first year of college/university will not be considered.**
- **Due to COVID-19, this placement will be a hybrid of half remote work and half in office work consistent with all health and safety guidelines. Therefore, students must be available to work in office during their assigned week.**
- Applicants must be able to work part-time (20 hours/week) for the fall and spring semesters and 30 hours/week during winter and summer breaks.
- 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.
- Applications will be accepted online and this position will be filled on a rolling basis.
- Applicants must be available by video conference for interviews.
- NYS Residency and U.S. citizenship are not required. 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

The following section provides detailed information about the application process and application requirements. Please review all of the instructions prior to preparing and submitting your application materials online. To apply, please click on the following link: [CPIU ALB PUGS 2021](#)

- **The following documents must be submitted with your application:**

(Click on the document name to learn more)

- ◆ [Cover Letter](#)

- Address to Legal Recruitment.
- Indicate your availability and preferred work schedule.

- ◆ [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](#)

- An unofficial transcript is acceptable.

- ◆ [Writing Sample](#)

- Select a piece that 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 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 via email at recruitment@ag.ny.gov.