



**Division of Administration**  
**Office of Diversity and Inclusion – New York City**  
**Student Assistant**  
**Reference No. ODI\_NYC\_PUGS\_SPR\_2021**

**Paid, Part-Time Placement for Undergraduate Students**

The Office of Diversity and Inclusion (ODI) in the New York State Office of the Attorney General (OAG) is seeking a talented undergraduate student for a paid, part-time placement during the spring 2021 semester. The mission of ODI is to provide leadership, guidance and support with respect to diversity, inclusion and equity issues at the OAG. Specific areas of focus include OAG policies and procedures, recruitment and hiring, staff education and training, employee engagement, procurement, and diversity and inclusion events. The ODI supports the OAG in building a diverse team and workplace that celebrates diversity and fosters a culture of inclusion and equity.

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

- Provide support to the ODI, e.g., monitoring email box and telephone calls;
- Assist with diversity and inclusion research projects;
- Conduct other internet research;
- Review diversity trainings;
- Update catalog of trainings; and
- Design event flyers.

*Please be advised that the ODI supports the operations of the OAG and does not engage in legal casework.*

**Qualifications**

- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer service;
- Able to work independently;
- Highly organized and detail oriented;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, and Outlook;
- Prior experience with Canva or similar graphic design program is preferred but not required;
- Prior experience with SurveyMonkey is preferred but not required; and
- Foreign language proficiency is a plus, but not required.

**Position Details**

- **Due to the ongoing COVID-19 pandemic, the OAG will be hosting an exclusively remote spring program.**
- **Applications from students entering their first year of college/university will not be considered.**
- To be eligible for a paid placement, applicants must be full-time undergraduate students in good academic standing as defined by their schools.
- Students hired for the spring may begin their placements on January 20, 2021 or later.
- Applicants must be available to work 15 hours per week during regular business hours for 10-12 weeks. *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 at the undergraduate student hourly rate of \$15.00.
- Applications will be accepted online and this position will be filled on a rolling basis.
- 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.
- 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: [ODI NYC PUGS SPR 2021](#)

Applications are being received online. 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.

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

*(Click on the document name to learn more)*

- ◆ [Cover Letter](#)

- You may 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](mailto:recruitment@ag.ny.gov).**