



Division of Administration

Office of Diversity and Inclusion- New York City

Student Assistant

Reference No. ODI_NYC_PUGS_SPR_2022

Spring Semester 2022 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 2022 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 answering 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.

Placement Details

- **Due to the COVID-19 pandemic and as our return to workplace continues, OAG Leadership has determined the 2022 Spring Program will be an exclusively remote experience.**
- **Applications from students entering their first year of college/university during the academic year 2021-22 will not be considered.**
- **Applicants for paid student positions must be full-time students in good academic standing as defined by their schools.**
- Students hired for the spring may begin their placements on January 19, 2022 or after.
- Applicants must be available to work 15 hours per week during regular business hours for a period of 10-12 weeks.
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate which is \$15.00-\$15.92.

- Applications will be accepted online, and the placement will be filled on a rolling basis.
- Applicants must be available by video conference for interviews.
- Applicants must be eligible to be employed in the US. NYS residency and US citizenship are not required.
- 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 document requirements. Please review all of the instructions prior to preparing and submitting your application materials online. To apply, please click on the following: [ODI NYC PUGS SPR 2022](#)

- 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)
 1. [Cover Letter](#)
 - Address to Legal Recruitment.
 - Indicate why you are interested in a placement with the OAG and why you are the best candidate.
 - Indicate your availability and preferred work schedule.
 2. [Resume](#)
 - Ensure your resume is complete and current prior to submitting your application.
 3. **List of three (3) [references](#).**
 - Submit only professional (i.e., supervisor or professor) references.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the placement.
 4. [Writing Sample](#)
 - Select a sample from an assignment you prepared for school that demonstrates your ability to analyze and organize information into an effective document.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please allow at least three (3) weeks for your application to be processed and reviewed by the hiring bureau/regional office. You may submit an application status request [by clicking here](#).

If you have questions about a placement 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.