



**Division of Administration
Office of Diversity and Inclusion – New York City
Student Assistant
Reference No. ODI_NYC_PUGS_SUM_2021**

**Application Deadline is April 16, 2021
Paid Summer 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 summer placement. The mission of ODI is to provide leadership, guidance and support with respect to diversity, equity and inclusion (DEI) 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 DEI research projects;
- Conduct other internet research;
- Review DEI 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.

SUMMER PROGRAM DETAILS

- **Due to the ongoing COVID-19 pandemic, student programs will operate remotely until the OAG determines that it is able to provide an in-person experience.**
- Undergraduates in their first year should wait to submit their applications until after they have received their first semester grades.
- The OAG's summer program will officially run from June 7 – July 30, 2021. The student hired for this placement will work 30 hours per week for the full 8 weeks of the program.
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate of \$15.00.
- Applications will be accepted online and this 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 U.S.

- To be eligible, applicants must be full-time undergraduate or graduate 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: [ODI NYC PUGS SUM 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 application deadline is **April 16, 2021**, but please note that placements will be filled on a rolling basis.
- **The following documents are required for each application that is submitted:**
(Click on the document name to learn more)
 - ◆ [Cover Letter](#)
-Address to Legal Recruitment.
 - ◆ [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 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.