Division of Social Justice
Environmental Protection Bureau - Albany
Geographic Information Systems (GIS) Internship
Reference No. EPB_VUGS/GIS_ALB_FA/SP_2018-19 (Spring)
Reference No. EPB/GIS_ALB_VUGS_SLIP_2019 (Summer)

The [Environmental Protection Bureau (EPB)](https://www.nysagoj.gov) of the New York State Office of the Attorney General (OAG) in Albany is seeking an [undergraduate or graduate](#) student or volunteer who knows how to use ESRI ArcGIS (GIS) software. The selected student may either volunteer or earn course credit, as approved by their school. **The internship is unpaid.** The student would work a **minimum of 15 hours/week.** This position is located in Albany and internships are all year-round. Applicants are asked to indicate their availability in their cover letter. U.S. citizenship and NYS residency are not required.

The EPB is responsible for enforcing state and federal criminal and civil environmental laws, and has the power to file lawsuits on behalf of the State of New York to protect the public health and environment. We also investigate and respond to citizen complaints, and prepare reports and brochures on environmental issues.

GIS interns may assist OAG staff in researching and evaluating environmental issues. They may use the internet, review scientific journals and communicate with experts, government staff and concerned citizens. They may also prepare reports discussing findings and recommendations. In addition, interns gain experience working with government, non-profit environmental organizations, and experts in the field. Interns are paired with scientists who work closely with them to provide mentoring, guidance and advice, thereby facilitating learning and performance. Qualities we look for include science skills, intellectual curiosity, strong initiative, and effective writing and communication skills.

Additionally, the intern will apply GIS to environmental studies and may, among other things:

- Research, request, download and organize databases or GIS datasets
- Geo-reference images such as historical aerial photos, maps, or other images
- Prepare GIS figures or maps, based on environmental or other data, for presentations or litigation.*
- Possibly participate in field work activities

*We will train students to perform some of these tasks.*

**HOW TO APPLY**

Applications are being received online. To apply, please click on one of the following links:

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Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment.
  - If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter for **each application**, ranking those bureaus/regional offices in order of your preference.
  - 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, and when you worked for the reference.
  - Include contact information and email addresses for each reference.

- **Most recent transcript** *(unofficial 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.

*Please note: Failure to submit a complete application will delay the consideration of your application.*

If you have questions about a position with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov.