



**Division of Social Justice**  
**Environmental Protection Bureau - Albany**  
**Science/Policy Externship**  
**Reference No. EPB/SCI\_ALB\_EXT/UG\_SPR\_2021**

**Externship Opportunity for Graduate or Undergraduate Students**

The [Environmental Protection Bureau \(EPB\)](#) of the New York State Office of the Attorney General (OAG) in Albany has externships available during the spring 2021 semester for graduate and undergraduate students. Interested students must be receiving course credit for their work at the OAG as part of an independent study or externship program. Students are encouraged to commit to work part-time (approx. 15 hours/week) for at least a semester (10-12 weeks) or the minimum stipulated by their externship or independent study.

The EPB is responsible for enforcing state and federal environmental laws and has the power to file lawsuits on behalf of the State of New York to protect public health and the environment. The Bureau enforces environmental standards and defends State agencies when their regulatory efforts are challenged in court. In addition, the Bureau's attorneys and technical staff investigate and respond to citizen complaints, file lawsuits for public nuisance conditions, prosecute environmental crimes, enforce solid waste laws and prepare reports and brochures on environmental issues.

Students will assist the scientific and policy staff in exploring difficult and groundbreaking environmental and legal issues. Responsibilities include researching issues using the internet; briefing staff on technical issues and keeping them updated on the most recent developments; drafting reports and fact sheets; procuring technical information and undertaking scientific and data analyses; preparing presentations using Microsoft Excel and PowerPoint; and assisting staff in preparing for negotiations with violators of environmental laws.

In addition, students may gain experience working with Federal, State and Local government agency staff, non-profit environmental organizations, and experts. In the past, students have worked on issues including climate change, hazardous and solid waste management, toxic air emissions, public health, sustainability and energy-related matters, drinking water quality, and wetland management. Students work closely with the Chief Scientist, the Policy Analyst and other professional staff in the office who will provide mentoring, guidance and advice, thereby facilitating learning and performance. The key qualities we look for include a strong background in science, intellectual curiosity, strong initiative, effective writing and communication skills, and an interest in the quality of our environment.

**Externship Details**

- **Due to the ongoing COVID-19 pandemic, we will be hosting an exclusively remote spring program.**
- Students hired for spring externships may begin their placements on January 20, 2021 or after.
- At the time of hire, students are required to provide written confirmation from their schools indicating their acceptance into an externship program or an approved independent study.
- Additionally, this confirmation must indicate the following information:
  - The appropriate externship contact at the school;
  - The parameters of the externship including the employer's responsibilities;
  - The required minimum/maximum work hours to be completed by the student; and
  - The number of credits the student will receive upon completing the externship.
- Students must be eligible to be employed in the U.S.
- U.S. citizenship and NYS residency 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 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: [EPB/SCI ALB EXT/UG 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](#)
    - 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).