Division of Social Justice
Environmental Protection Bureau - Buffalo
Science/Policy Externship
Reference No. EPB/SCI_BUF_EXT/UG_2019-20

The Environmental Protection Bureau (EPB) of the New York State Office of the Attorney General ("OAG") in Buffalo has externships available during the 2019-20 academic year 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.

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 the public health and 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 and, scientific; 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 regarding climate change, hazardous and solid waste management, toxic air emissions, public health, sustainability and energy related matters, drinking water quality, wetland management and many others. Students work closely with the Chief Scientist, the Policy Analyst and other professional staff in the office who work closely with them to 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, and an interest in the quality of our environment.

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 appropriate externship contact at their school along with the parameters of the placement, including the employer’s responsibilities and the required minimum/maximum work hours to be completed. U.S. citizenship and NYS residency are not required.

Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.

HOW TO APPLY

Applications are being received online. To apply, please click on the following link:


Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:
♦ **Cover Letter**
- You may address to Legal Recruitment.
- 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.
  - Include contact information and email addresses for each reference.

♦ **Transcript**
  - Unofficial transcript 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. Writing that exemplifies analysis pertaining to a scientific or environmental issue is preferred.

♦ **Failure to submit a complete application will delay the consideration of your candidacy.**

If you have questions about a position with the OAG, the application process or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).