Division of Social Justice  
Environmental Protection Bureau – Albany  
Geographic Information System (GIS) Externship  
Reference No. EPB_EXT/UG_GIS_ALB _2019-20

The Environmental Protection Bureau (EPB) of the New York State Office of the Attorney General (OAG) in Albany has externships available during the 2019-20 academic year for graduate and undergraduate students who know how to use ESRI ArcGIS (GIS) software. 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 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.

The GIS extern may assist OAG staff in researching and evaluating environmental issues. The extern may use the internet, review scientific journals and communicate with experts, government staff and concerned citizens. The extern may prepare reports discussing findings and recommendations. In addition, the extern will gain experience working with government, non-profit environmental organizations, and experts in the field. EPB Scientists will provide the extern with mentoring, guidance and advice, thereby facilitating learning and performance. Qualities we look for include a strong science background, intellectual curiosity, strong initiative, and effective writing and communication skills.

Additionally, the extern 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;* and
- Possibly participate in field work activities  

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

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.

HOW TO APPLY

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

♦ **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.