Division of Social Justice
Environmental Protection Bureau – Albany
Geographic Information System (GIS) Internship
Reference No. EPB_PUGS/GIS_ALB_FA/SP_2019-20

The Environmental Protection Bureau (EPB) of the New York State Office of the Attorney General (OAG) in Albany is seeking applications from graduate and undergraduate students who know how to use ESRI ArcGIS (GIS) software for a paid internship.

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 intern may assist OAG staff in researching and evaluating environmental issues. The intern may use the internet, review scientific journals and communicate with experts, government staff and concerned citizens. In addition, the intern will gain experience working with government, non-profit environmental organizations, and experts in the field. EPB Scientists will provide the intern 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 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;* and
- Possibly participate in field work activities

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

This is a paid position for 15 hours per week. The candidate selected for this position must be eligible to be employed in the U.S. and a full-time undergraduate or graduate student in good academic standing, as defined by their school. The selected candidate will be hired as a student assistant at the hourly rate of $13.86 for undergraduate students and $15.28 for graduate students. Candidates must be available to work for at least a semester.

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: EPB_PUGS/GIS_ALB_FA/SP_2019-20

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.