



Division of Social Justice

Environmental Protection Bureau- Albany

Student Assistant

Reference No. EPB/GIS_ALB_PUGS_SPR_2022

Spring Semester 2022 Paid Placement for Graduate Students

Student Assistant for Environmental Justice, Geographic Information Systems (GIS) and Data Analysis

The [Environmental Protection Bureau \(EPB\)](#) of the New York State Office of the Attorney General (OAG) is charged with 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 laws and prepare reports and brochures on environmental issues, including environmental justice.

The EPB in Albany has a paid, part-time placement available for a graduate-level **Student Assistant for Environmental Justice, GIS and Data Analysis** during the spring semester. The student assistant will use spatial and data analytical tools such as R and ArcMap to support the work of the agency in investigating and analyzing difficult and groundbreaking environmental and environmental justice issues. They will gain experience working in the context of state government in a (remote) professional office environment. The student assistant will find and prepare environmental and social data sets for spatial and nonspatial statistical analysis, as well as produce beautiful and compelling maps and data visualizations for concisely communicating complex information. EPB Scientists will provide the student assistant with mentoring, guidance and advice, thereby facilitating learning and professional development.

Student Assistants 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 Science and Policy staff and other professionals in the office who will provide mentoring, guidance and advice, who facilitate 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.

The duties of the student assistant will include, but not be limited to the following:

- Procure high-quality, peer reviewed environmental and other data sets for environmental and environmental justice analysis;
- Prepare GIS figures and maps as well as other reports based on environmental or other data for presentations or litigation;
- Research and summarize issues using the internet and scholarly databases;
- Brief staff on technical issues and update them on the most recent developments;
- Draft memos, reports and fact sheets;
- Procure technical information and undertake scientific and data analyses;
- Prepare presentations using Microsoft Excel and PowerPoint; and the
- Student assistant may have the opportunity to assist staff in preparing for negotiations with violators of environmental laws and participating in field work activities.

Qualities we look for include a strong science background, background and/or experience in environmental justice and data analysis, familiarity with ArcMap and R, intellectual curiosity, strong initiative, and effective writing and communication skills.

Placement Details

- Due to the COVID-19 pandemic and as our return to workplace continues, OAG Leadership has determined the 2022 Spring Program will be an exclusively remote experience.
- Applicants for paid student positions must be full-time students in good academic standing as defined by their schools.
- Students hired for the spring may begin their placements on January 19, 2022 or after.
- Applicants must be available to work 15 hours per week during regular business hours for a period of 10-12 weeks.
- The selected candidate will be hired as a student assistant and paid hourly at the graduate student rate which is \$15.28-\$16.22.
- Applications will be accepted online, and the placement will be filled on a rolling basis.
- Applicants must be available by video conference for interviews.
- Applicants must be eligible to be employed in the US. NYS residency and US citizenship 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 document 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/GIS ALB PUGS SPR 2022](#)

- 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)
 1. [Cover Letter](#)
 - Address to Legal Recruitment.
 - Indicate why you are interested in a placement with the OAG and why you are the best candidate.
 - Indicate your availability and preferred work schedule.
 2. [Resume](#)
 - Ensure your resume is complete and current prior to submitting your application.
 3. **List of three (3) [references](#).**
 - Submit only professional (i.e., supervisor or professor) references.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the placement.
 4. [Writing Sample](#)
 - Select a sample from an assignment you prepared for school that demonstrates your ability to analyze and organize information into an effective document.
 5. [Course List](#)
 - In lieu of a transcript, please provide a list of science courses, engineering courses and any other courses relevant to your application that you have successfully completed since beginning college or university. If you are currently pursuing a master's degree, this list should include courses that you have successfully completed for both your undergraduate and graduate degrees.
 - Please be advised this information will be used to assess whether you have the necessary science and other prerequisites for this placement.
- **Failure to submit a complete application will delay the consideration of your candidacy.**

- Please allow at least three (3) weeks for your application to be processed and reviewed by the hiring bureau/regional office. You may submit an application status request [by clicking here](#).

If you have questions about a placement 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.