



## Executive Division

## Operations & Scheduling – New York City

## Student Assistant

Reference No. EXEC/OP\_NYC\_PUGS\_SUM\_2021

### Application Deadline is April 16, 2021

### Paid Summer Placement for Undergraduate Students

The New York State Office of the Attorney General's Executive Operations Department is seeking a talented and motivated undergraduate student for a paid summer placement supporting the team that is responsible for managing and implementing the Attorney General's day-to-day schedule.

#### The student assistant's assignments will include, but not be limited to, the following:

- Processing invitations for the Attorney General, by working directly with the Scheduling Outreach Coordinator;
- Vetting individuals and entities using Lexis software and compiling the findings into reports for review;
- Performing research on an ad hoc basis for inclusion in briefings and memos;
- Managing contacts for the Attorney General, including processing business cards; and
- Supporting the department by helping with projects as needed.

#### The Operations Department is seeking applicants with the following skills:

- Excellent written communication and analytical skills;
- Detail-oriented and highly organized;
- Highly professional with the ability to interact and with staff from all levels of the organization;
- Proficiency with MS Office and Google Docs; and
- A commitment to public service and a desire to learn about the mission and work of the OAG.

## SUMMER PROGRAM DETAILS

- **Due to the ongoing COVID-19 pandemic, student programs will operate remotely until the OAG determines that it is able to provide an in-person experience.**
- Undergraduates in their first year should wait to submit their applications until after they have received their first semester grades.
- The OAG's summer program will officially run from June 7 – July 30, 2021. The student hired for this placement will work 30 hours/week for the full 8 weeks of the program.
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate of \$15.00.
- Applications will be accepted online and this 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 U.S.
- To be eligible, applicants must be full-time undergraduate students in good academic standing as defined by their schools.
- 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: [EXEC/OP NYC PUGS SUM 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 application deadline is **April 16, 2021**, but please note that placements will be filled on a rolling basis.
- **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.
  - ◆ [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 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](mailto:recruitment@ag.ny.gov).**