



Division of Regional Affairs
Harlem Regional Office
Student Mediator Externship
Reference No. HRM_EXT/UG_SPR_2022

Spring Semester 2022 Externships for Undergraduate Students

The [Harlem Regional Office](#) (HRO) of the New York State Office of the Attorney General has externships available for academic credit during the spring 2022 semester for undergraduate students to work as student mediators. In addition to other legal matters, the HRO prosecutes businesses and individuals engaged in fraudulent, deceptive or illegal trade practices. Interested students must receive course credit for their work at the HRO as part of an independent study or externship program. Students are encouraged to commit to work part-time (approx. 15 hours/week) for at least a semester (10-12 weeks) or the minimum stipulated by their externship source.

In addition to litigation, the HRO mediates thousands of complaints filed each year by individual consumers. A large percentage of these complaints are successfully resolved through an informal mediation process. Student mediators play an integral part of this mediation process.

As mediators, students act as consumer advocates in negotiating complaints against merchants. Each mediator is assigned a number of complaint files covering a broad range of consumer issues including retail sales, mail order transactions, credit transactions, telemarketing, warranty problems, home repair and automobile sales.

Students are exposed to the Office's procedures and deal directly with consumers and merchants to resolve complaints. Students are taught interviewing techniques and will have the opportunity to develop analytical skills as they learn to focus on the underlying issues for each complaint. While each complaint is reviewed by a member of our professional staff, students typically exercise significant discretion and independent judgment. Professional staff and attorneys are always available to answer questions. The position provides students a high degree of responsibility and requires them to exercise excellent judgment. Applicants must be articulate, analytical, imaginative and organized. No specific experience is required.

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.**
- **Applications from students entering their first year of college/university during the academic year 2021-22 will not be considered.**
- Students hired for spring externships may begin their placements on January 19, 2022 or after.
- 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 following information:
 - The appropriate externship contact at the school;
 - The parameters of the externship including the employer's responsibilities;
 - The required minimum/maximum work hours to be completed by the student; and
 - The number of credits the student will receive upon completing the externship.
- Applications will be accepted online, and the placement will be filled on a rolling basis.
- Applicants must be available by video conference for interviews.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- 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: [HRM EXT/UG 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.
- **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.