



Division of Social Justice

Health Care Bureau- New York City

Spring Externship

Reference No. HCB_NYC_EXT/UG_SPR_2022

Spring Semester 2022 Externship for Graduate or Undergraduate Students

The [Health Care Bureau](#) of the New York State Office of the Attorney General is seeking a talented and motivated graduate or undergraduate student for a spring externship. Students must be available to work at least 10-15 hours per week.

The Health Care Bureau safeguards the rights of health care consumers statewide through investigation of and enforcement actions against insurers, providers, drug companies and other individuals and entities that engage in fraudulent, misleading, deceptive, or illegal practices in the health care market. The Health Care Bureau also educates New Yorkers about the rights and protections they have available to them under the Managed Care Bill of Rights and other health and consumer protection laws. In addition, the Bureau advocates for legislation and policy initiatives to enhance the rights of health care consumers and their ability to access quality, affordable care in New York State. The Health Care Bureau is also responsible for tobacco compliance and enforcement, including implementation and enforcement of state laws related to tobacco and e-cigarette products, such as the prohibition of sales of tobacco products and e-cigarettes to persons under the age of 21, enforcement of certain federal laws relating to the trafficking of untaxed cigarettes, and compliance with the Master Settlement Agreement signed in 1998 by major tobacco companies.

Extern responsibilities will include, but not be limited to the following:

- Conducting non-legal research;
- Assisting with fact development for investigations and litigations;
- Drafting correspondence and memoranda;
- Attending and/or assisting in organizing external events or meetings; and
- Clerical tasks such as compiling, preparing, or proofreading documents.

The ideal candidate will possess the following qualifications:

- Work experience or coursework in public health, health policy, public policy, or related fields;
- Excellent research, writing, and organizational skills;
- Ability to summarize or synthesize complex or technical materials clearly and concisely;
- High attention to detail; and
- A demonstrated commitment to public service.

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.**
- 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: [HCB NYC 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.
 - Propose at least one research project on a matter that is relevant to Health Care Bureau's work.
 - 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.