



Division of Administration

Chief Information Office, Management Information Systems Team, Troy

Student Assistant for Business Solutions

Reference No. CIO/MIS_TRO_PUGS_SPR_2022

Spring Semester 2022 Paid Placement for Graduate & Undergraduate Students

Business Solutions team within the Chief Information Office (CIO) in the New York State Office of the Attorney General (OAG) has a paid spring placement available for qualified graduate and undergraduate students. Business Solutions supports the implementation of major OAG Information Technology Bureau (IT) initiatives involving research, business analysis, development and analytics. The team is charged with developing enterprise level applications and providing customer centric solutions using these technologies. The OAG IT bureau manages multiple information systems including case management, charities registration and annual reporting, civil recoveries and debt collection, electronic payments, and electronic discovery systems that support the core mission of the office.

Student assistants will support the work of the CIO through:

- Tracking and monitoring implementations to help increase technology solution effectiveness;
- Conducting research and analysis to produce comparative technology analysis of similar state agencies and entities;
- Disseminating findings through executive presentations and reports;
- Working collaboratively with the IT bureau and OAG bureaus;
- Assisting with the documentation of existing applications and new application builds;
- Performing data cleansing, analysis, and summarizing large datasets;
- Rapidly learning new technologies and applying those skills to assist with proof of concept development; and
- Performing other qualitative and quantitative research tasks as required.

The CIO is seeking applicants with the following qualifications/skills:

- Demonstrated interest in information technology;
- Prior experience in applying quantitative methods in research and/or analytics;
- Prior experience with programming and/or scripting
- Excellent presentation and verbal and written communication skills;
- Highly organized, self-directed, and curious;
- Experience using the Microsoft Office Suite: Word and Excel (including formulas and pivot tables);
- Knowledge of coding and querying languages (Python, SQL, R, Java, Net) preferred, data visualization software a plus (Tableau, Power BI), Azure; and
- An interest in programming and the application development lifecycle.

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.**
- **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 either the undergraduate student rate which is \$13.86-\$14.71 or 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: [CIO/MIS TRO 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.
- **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.