



Division of Administration

Legal Education & Professional Development - Albany

Student Assistant

Reference No. **LEPD_ALB_PUGS_SPR_2022**

Spring Semester 2022 Paid Placement for Undergraduate Students

The Legal Education & Professional Development Bureau (LEPD) of the New York State Office of the Attorney General (OAG) is seeking a talented and qualified undergraduate student to assist with all logistics involved with developing, administering and deploying a robust training and professional development curriculum and schedule.

LEPD is responsible for providing professional development opportunities and skills training to all OAG employees, including continuing legal education (CLE) programs for OAG and other New York State government attorneys. The selected student will assist the training teams located in Albany and New York City with all aspects of administering and executing the training and professional development curriculum and schedule.

Assignments will include but not be limited to the following:

- Create and edit updates to the Legal Education and Professional Development (LEPD) Intranet page;
- Design and update training documentation, presentations, and catalogues;
- Proofread and edit communications and presentations;
- Contribute to the development of a Style and Communication Guide and Brand development for the bureau;
- Other duties as assigned.

We are seeking applicants with the following qualifications:

- Proficiency in MS Office (particularly Word, PowerPoint, Excel, and Outlook);
- Excellent writing and analytical skills;
- Skill in document layout, graphic design, and organization;
- Comfort in working remotely and using various virtual communication platforms;
- Detail-oriented and highly organized; and
- Demonstrates a high degree of customer service acumen and professionalism, as well as the ability to work well with employees from all staffing levels.

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 the undergraduate student rate which is \$13.86-\$14.71.
- 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: [LEPD 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.
- **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.