



Division of Administration
Legal Education & Professional Development
Student Assistant
Reference No. LEPD_NYC_PUGS_2021

Paid, Part-Time Placement for Graduate and 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 graduate or 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:

- Scheduling, registration, customer support and troubleshooting technical issues during training program;
- Assist Albany and NYC Trainers in creating, posting, and announcing Professional Development courses, as well as creating sign-in sheets and tracking attendance in our online learning management system;
- Create and edit updates to the Legal Education and Professional Development (LEPD) Intranet page;
- Manage the Training email box;
- Manage the filing and assist in transition from paper files to digital copies;
- Design and update training documentation, presentations, and catalogues;
- Assist Albany Trainer in all Training and CLE needs; and
- Other duties as assigned.

We are seeking applicants with the following qualifications:

- Proficiency in MS Office and Survey Monkey;
- Excellent writing and analytical skills;
- 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 ongoing COVID-19 pandemic, current student programs are operating remotely until the OAG determines that it is able to provide an in-person experience.**
- To be eligible for a paid placement, applicants must be full-time graduate or undergraduate students in good academic standing as defined by their schools.
- Applicants must be available to work up to 30 hours per week during regular business hours for the full academic year. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*
- The selected candidate will be hired as a student assistant at the hourly rate of \$15.28 for graduate students and \$15 for undergraduate students.
- Applications will be accepted online and this position 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 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: [LEPD NYC PUGS 2021](#)

The following documents are required for each application that is submitted:

(Click on the document name to learn more)

- ◆ [Cover Letter](#)
 - You may address to Legal Recruitment.
 - Indicate your availability and preferred work schedule.
 - ◆ [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 position 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.