Division of Administration
Chief Information Office, Management Information Systems Team – Troy
Student Assistant for Management Information Systems
Reference No. CIO/MIS_TRO_PUGS_SPR_2021

Paid, Part-Time Placement for Graduate and Undergraduate Students

The Management Information Systems (MIS) Analytics Team within the Chief Information Office (CIO) in the New York State Office of the Attorney General (OAG) has a paid, part-time position available for qualified graduate and undergraduate students. MIS supports the implementation of major OAG Information Technology bureau (IT) initiatives involving research, business analysis, and analytics. The team is charged with the enablement of Business Intelligence (BI) technologies 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 MIS 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;
- 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;
- 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 machine learning and automation.

Position Details
- **Due to the ongoing COVID-19 pandemic, the OAG is hosting an exclusively remote spring program.**
- 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.
- Students hired for the spring may begin their placements on January 20, 2021 or later.
- Applicants must be available to work 15 hours per week during regular business hours for 10-12 weeks. *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 and paid hourly at either the undergraduate student rate of $13.86 or the graduate student rate of $15.28.
- 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**.

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: **CIO/MIS_TRO_PUGS_SPR_2021**

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)
    - **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.