



Executive Division
Policy & Legislation – New York City
Student Assistant for Policy & Legislation
Reference No. EXEC/PL_NYC_PUGS_SPR_2021

Paid, Part-Time Placement for Graduate Students in MPA, MPP, JD & Other Relevant Master's Programs

The Policy & Legislation (P&L) team in the Executive Division of the New York State Office of the Attorney General (OAG) is seeking applications from students who are currently enrolled in a Master's degree program (MPA, MPP, JD/MPA or other relevant Master's program) for a paid, part-time placement during the legislative session (January-June). ***Due to the ongoing COVID-19 pandemic, student programs will operate remotely until the OAG determines that it is able to provide an in-person experience.***

The P&L team is primarily responsible for developing and managing the OAG's legislative agenda and preparing the Attorney General for policy or legislation-focused events. P&L collaborates with OAG Bureaus to generate legislation and policy ideas, advances the Office's policy priorities by working with members of the legislature and relevant stakeholders, and tracks legislation and budget bills that impact the OAG.

Please be advised that P&L supports the work of the legal bureaus but does not itself engage in legal casework.

Duties of the Legislative Intern will include, but not be limited to the following:

- Track relevant legislation to OAG;
- Monitor local and national news sources to identify relevant issues to OAG;
- Conduct legal/policy research and draft supportive documents including memos; and
- Draft briefing documents for events to be attended by the Attorney General.

P&L is seeking candidates with the following qualifications:

- **Applicants who are currently enrolled in a Masters of Public Administration (MPA), a Masters of Public Policy (MPP), a Juris Doctorate (JD) program or other relevant graduate program/degree tract are preferred;**
- Excellent research and writing skills, including experience with drafting policy memos;
- Knowledge of and/or interest in the legislative process, particularly the New York State Legislature;
- Flexibility and ability to manage and prioritize multiple time-sensitive tasks simultaneously;
- Highly collaborative with effective interpersonal and communication skills;
- Proactive with a willingness to take on special projects;
- Proficiency in Word, Excel, and Outlook is required; and
- Prior experience using LRS a plus.

Position Details

- **To be eligible, applicants must be full-time graduate students in good academic standing as defined by their schools.**
- 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 may be possible but is neither automatic nor guaranteed.*
- The selected candidate will be hired as a student assistant at the hourly rate of \$15.28 for graduate 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.
- Applicants must be eligible to be employed in the U.S.
- U.S. citizenship and NYS residency 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 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: [EXEC/PL NYC 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](#)

- 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.