



Executive Division

Press Office — New York City

Student Assistant for Press

Reference No. **PO_NYC_PUGS_SPR_2021**

Paid, Part-Time Opportunity for Undergraduate Students

The Press Office in the New York State Office of the Attorney General (OAG) is seeking a talented and committed undergraduate student for a paid placement during the spring 2021 semester.

Duties will include, but are not limited to the following:

- Compiling daily news briefs;
- Monitoring news updates;
- Maintaining and updating media database;
- Coordinating with statewide news outlets;
- Providing creative input to the press process;
- Editing and proofreading press releases;
- Answering high volume phone calls; and
- Assisting with social media content and monitoring.

Candidates should have strong writing, analytical, and organizational skills. Close attention to detail and the ability to meet tight deadlines is required. An interest in public service and a familiarity with New York State government is a plus.

Position Details

- **Due to the ongoing COVID-19 pandemic, the OAG will be hosting an exclusively remote spring program.**
- **Applications from students entering their first year of college/university will not be considered.**
- To be eligible for a paid placement, applicants must be full-time 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 at the undergraduate student hourly rate of \$15.00.
- 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: [PO 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.