



OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Executive Division – Press Office Volunteer Undergraduate/Graduate Student Interns

New York City Office - Reference Code: PO_NYC_VUGS
Albany Office - Reference Code: PO_ALB_VUGS

The Press and Communications Office of the New York State Attorney General (OAG) is offering internships for undergraduate and graduate students.

The Press and Communications Office serves as the mouthpiece of the OAG by informing the public and media outlets of the accomplishments of the OAG. Selected interns will work within the Press and Communications Office to contribute to this effort by:

- Compiling, organizing, and summarizing relevant news and media clips
- Keeping the OAG and the AG informed of relevant news
- Collecting data on press coverage
- Aid in the preparation of press releases and press conferences
- Answering phones and performing other duties as required

We are seeking applicants with the following qualifications/skills:

- Must be at least a junior in an undergraduate program
- Excellent oral and written communication skills
- Acute attention to detail
- Highly organized and able to work independently and efficiently
- Able to keep up with deadlines and a fast-paced environment
- Interest in public policy and social/economic justice

The internship is unpaid. During the fall and spring terms, students work part-time for 15 hours/week for school credit or as a volunteer. During the summer, students may work up to 37.5 hours per week (full-time) as volunteers or for course credit. Alternatively, candidates may be eligible to be paid through their school work-study program, provided that no contribution by this Office is required. In lieu of payment, candidates may be eligible for course credit. Applicants must be full-time undergraduate or graduate students and provide a Registrars statement to that effect.

The Office of the New York State Attorney General is an equal opportunity employer and is committed to workplace diversity.

HOW TO APPLY

Applications are being received online. To apply, please click on the appropriate reference number below and you will be taken to the online application page for that particular intern position.

New York City Office
Albany Office

Reference No. [PO_NYC_VUGS](#)
Reference No. [PO_ALB_VUGS](#)

Applicants must be prepared to submit a **cover letter, resume, most recent school transcript (*unofficial is acceptable*), writing sample, and the contact information for three (3) references including email addresses.** *You must indicate in your cover letter whether you're applying for the Fall, Spring or Summer semester.*
Please Note: Failure to submit a complete application will delay the consideration of your application.*

For questions about an internship or externship with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the Office, please visit our website: www.ag.ny.gov.