



## Executive Division

### Research and Analytics Department- New York City

#### Student Assistant

Reference No. RAD\_NYC\_PUGS\_SPR\_2022

### Spring Semester 2022 Paid Placements for Graduate & Undergraduate Students

The Research and Analytics (“RAD”) Department in the New York State Office of the Attorney General (“OAG”) has paid, part-time spring placements available for qualified graduate or undergraduate students. The RAD is part of the Executive Division and works closely with senior staff to support the OAG's major initiatives, investigations, and policy development. In the past year alone, our close-knit team has researched and written analytical reports garnering national attention, created and directed multi-million dollar grant programs, and supported several of the office’s major investigations.

Employing over 1,800 people across New York State, the OAG is both the “People's Lawyer” and the State's chief legal officer. The OAG serves all New Yorkers in numerous legal and regulatory arenas, including vigorously protecting the rights of investors and consumers, coordinating state-wide criminal investigations, promoting economic and social justice, encouraging harm reducing public health strategies, and preserving the State’s environment. The OAG also advises the Executive branch of State government and defends actions and proceedings on behalf of the State.

#### Research and data students will support the work of the RAD through:

- Legislative tracking and referring relevant issues from news and other sources.
- Conducting open-source intelligence (OSINT) research on social media and networking platforms.
- Disseminating findings into succinctly written memorandums and other reports.
- Working collaboratively with RAD and other students to further mission-oriented goals.
- For data students: cleaning, analyzing, and summarizing large datasets.
- Performing other qualitative and quantitative research tasks as required.

#### RAD is seeking applicants with the following qualifications/skills:

- Demonstrated interest in public policy, public service, and social/economic justice.
- Some prior experience in applying quantitative methods in research and/or analytics.
- Excellent oral, written, and presentation communication skills.
- Highly organized, self-directed, and curious.
- Experience using the Microsoft Office Suite: Word and Excel (including formulas and pivot tables).
- For data students: knowledge of coding and querying languages (Python, SQL, R) preferred, data visualization software a plus.

## Placement Details

- **Due to the COVID-19 pandemic and as our return to workplace continues, OAG Leadership has determined the 2022 Spring Program will be an exclusively remote experience.**
- **Applications from students entering their first year of college/university during the academic year 2021-22 will not be considered.**
- **Applicants for paid student positions must be full-time students in good academic standing as defined by their schools.**
- Students hired for the spring may begin their placements on January 19, 2022 or after.
- Applicants must be available to work 15 hours per week during regular business hours for a period of 10-12

weeks.

- The selected candidate will be hired as a student assistant and paid hourly at either the undergraduate student rate which is \$15.00-\$15.92 or the graduate student rate which is \$15.28-\$16.22.
- Applications will be accepted online, and the placement 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 US. NYS residency and US citizenship 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 document requirements. Please review all of the instructions prior to preparing and submitting your application materials online. To apply, please click on the following link: [RAD NYC PUGS SPR 2022](#)

- 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)
  1. [Cover Letter](#)
    - Address to Legal Recruitment.
    - Indicate why you are interested in a placement with the OAG and why you are the best candidate.
    - Indicate your availability and preferred work schedule.
  2. [Resume](#)
    - Ensure your resume is complete and current prior to submitting your application.
  3. **List of three (3) [references](#).**
    - Submit only professional (i.e., supervisor or professor) references.
    - Indicate the nature and duration of your relationship to each reference.
    - Include contact information and email addresses for each reference.
    - Please note, your references will not be contacted until after you interview for the placement.
  4. [Writing Sample](#)
    - Select a sample from an assignment you prepared for school that demonstrates your ability to analyze and organize information into an effective document.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please allow at least three (3) weeks for your application to be processed and reviewed by the hiring bureau/regional office. You may submit an application status request [by clicking here](#).

**If you have questions about a placement 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](mailto:recruitment@ag.ny.gov).**