



## Executive Division

## Research and Analytics Department – New York City

## Student Assistant

Reference No. RAD\_NYC\_PUGS\_SUM\_2021

**Application Deadline is April 16, 2021**

**Paid Summer Placement for Graduate or Undergraduate Students**

The Research and Analytics (“RAD”) Department in the New York State Office of the Attorney General (“OAG”) has a paid summer placement available for a qualified graduate or undergraduate student. 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.

## SUMMER PROGRAM DETAILS

- **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.**
- Undergraduates in their first year should wait to submit their applications until after they have received their first semester grades.
- The OAG’s summer program will officially run from June 7 – July 30, 2021. The student hired for this placement will work 37.5 hours/week for the full 8 weeks of the program.
- The selected candidate will be hired as a student assistant and paid hourly at either undergraduate student rate of \$15.00 or the graduate student rate of \$15.28.
- Applications will be accepted online and this 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 U.S.
- To be eligible, applicants must be full-time undergraduate or graduate students in good academic standing as defined by their schools.
- 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 the following link: [RAD NYC PUGS SUM 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 application deadline is **April 16, 2021**, but please note that placements will be filled on a rolling basis.
- **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.
  - ◆ [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](#)  
-In lieu of a writing sample, please answer the following question: If you could propose a project for your time at OAG involving research and data analysis, what would it be?  
-Consider the following in your response: Where would you start your research? What kinds of sources might you consider? What kinds of data would be interesting to analyze? What would you hope to find and what would the next steps be?  
-Your response should not exceed 500 words.
  - ◆ **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 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).**