Division of Economic Justice
Real Estate Finance Bureau-Records Management Unit
Summer Archiving & Records Management Intern – New York City
Reference No. REF/RM_NYC_VUGS_SLIP_2018

The Records Management Unit in the Real Estate Finance Bureau (REF) of the New York State Office of the Attorney General (OAG) has archiving and records management internship positions for volunteers or externships for course credit open for undergraduate and graduate students during the fall semester. Applicants must be able to work **full-time (37.5 hours/week)** during the summer. Applicants are asked to indicate their availability in their cover letter. This position is located in New York City. U.S. citizenship and NYS residency are not required.

The archiving and records management intern's responsibilities may include drafting reports, updating databases, organization of information, archiving records, and entering metadata. In addition, interns gain experience working with OAG staff. Interns are paired with staff members who work closely with them to provide mentoring, guidance and advice, thereby facilitating learning and enhancing performance.

The key qualifications we look for include: a background in archiving, library science, and records management; effective writing and strong communication skills; knowledge of Microsoft Office Excel and Word; strong initiative; attention to detail; conducting work in a timely fashion; ability to function in a deadline-driven environment; multitasking; and an interest in real estate.

**Candidates from diverse backgrounds are encouraged to apply.**
*The OAG is an equal opportunity employer and is committed to workplace diversity.*

**HOW TO APPLY**
Applications are being received online.

To apply for a **summer internship**, please click on this link: [REF/RM_NYC_VUGS_SLIP_2018*](#)

Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:

- **Cover Letter** (You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment);
- **Resume**;
- List of three (3) **references** with contact information and email addresses;
- **Writing Sample** (Any piece of writing that demonstrates your ability to communicate and analyze information in a clear and concise manner, as well as your grammatical skills.); and
- **Most recent transcript** (unofficial is acceptable).

*Please note: Failure to submit a complete application will delay the consideration of your application.*

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 Bureau via email at recruitment@ag.ny.gov.

For more information about the OAG, please visit our website: [www.ag.ny.gov](http://www.ag.ny.gov).

*Applicants must be prepared to submit separate applications for the fall/spring and summer programs, respectively, as these are considered separately by the hiring bureau.*