



Administration Division

Human Resources Management Bureau-REMOTE

Student Assistant-Contact Tracer

Reference No. HRMB_PUGS_SPR_2022

Application Deadline is January 21, 2022

Paid, Part-Time Placement for Graduate & Undergraduate Students

The [Human Resources Management Bureau](#) (HRMB) in the New York State Office of the Attorney General (OAG) is seeking a talented graduate or undergraduate student for a paid, part-time placement as a COVID-19 Contact Tracer. Our staff will provide all of the necessary training. **Applicants must have immediate availability.**

The HRMB provides a full range of personnel management services to the employees of the Office of the Attorney General. In response to the COVID-19 pandemic, HRMB developed a robust contact tracing program to assist employees who are experiencing a COVID-19 infection or exposure; ensure that timely notifications are sent to affected staff, and to alert our partners in Administrative Services to schedule specialized cleaning of the affected office space, if warranted.

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

- Successfully complete a free online certification course in contact tracing offered by the Johns Hopkins Bloomberg School of Public Health;
- Reach out to staff that have reported a COVID-19 infection or exposure for themselves or their household;
- Interview affected staff to identify and record pertinent information including dates of symptoms, testing, time in office, and identities of anyone that the affected individual was in direct, sustained contact with during the course of their OAG duties and while potentially infectious;
- Provide direction to employee regarding time they will need to remain out of the office space, available paid leave options, and what will be required for them to return to the office space;
- Notify staff and management in affected office space of a positive case in their area, and of any necessary steps that need to be taken;
- Alert Administrative Services Bureau if an office space will require specialized cleaning or if it will need to be kept vacant for a period of time;
- Follow up with affected staff members to ensure they submit any required documentation to HRMB before they are cleared to return to the office space;
- Document and record contact trace conversations and data in HRMB databases, assuring accuracy and confidentiality of data entry; and
- Prepare statistical data to share with members of the OAG Continuity of Operations Planning (COOP) Team.

Qualifications

- Demonstrate a highly professional, calm, and compassionate attitude with the mindset of providing prompt and courteous customer-service to staff at all levels and from all backgrounds;
- Capable of handling confidential and sensitive information;
- Highly organized and detail oriented;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, and Outlook; and
- Educational or work experience in Public Health or Human Resources is a plus, but not required.

Placement Details

- Due to COVID-19, this placement will be fully remote. Placement will require that applicants have a reliable internet connection and may require that applicants use their personal computer and phone.
- 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.
- Applicants must be available to work up to 15-20 hours per week during the academic year and up to 25 hours per week during the winter and summer breaks. *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 and paid hourly at the following rates:
 - The graduate student pay range is \$15.28-\$16.22
 - The undergraduate student pay range is \$13.86-\$14.71
- Applications will be accepted online.
- 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 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: [HRMB PUGS SPR 2022](#)

To ensure consideration, applications must be received by close of business on January 21, 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.