



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 Office of the New York State Attorney General (OAG) is seeking students for the Executive Press Offices in New York City and Albany.

Responsibilities will include, but will not be limited to:

- Writing press releases;
- Coordinating with statewide news outlets;
- Providing creative input to the press process;
- Compiling daily news briefs;
- Answering high volume phone calls;
- Monitoring news updates;
- Maintaining media database; and
- Assisting with special projects.

Candidates should have strong writing, analytical, and organizational skills. Close attention to detail and the ability to meet tight deadlines is required. *Familiarity with New York State government is a plus.*

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 go to our website, [www.ag.ny.gov. Resources/Job Opportunities - Student Positions - Undergraduate and Graduate Students](http://www.ag.ny.gov/Resources/Job_Opportunities_-_Student_Positions_-_Undergraduate_and_Graduate_Students).

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.