



## Division of Economic Justice

### Real Estate Finance Bureau-Records Management Unit

### Archiving & Records Management Summer Interns – New York City

### Reference No. REF\_VUGS\_ARC/RM\_NYC

The Records Management Unit in the Real Estate Finance Bureau (REF) of the Office of the New York State 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 summer. Students must commit to working at least part-time for a minimum of 15 hours/week up to full-time for 37.5 hours/week. This position is located in New York City.

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, please visit our website: <http://www.ag.ny.gov/job-postings>.

Applicants 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**
- **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 assistance with submitting your application, please contact the Legal Recruitment Bureau via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).

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