



Division of Administration
Legal Education & Professional Development Bureau
Training Assistant Intern - Volunteer - New York City
Reference No. LEPD_NYC_TA/VUGS

The Legal Education & Professional Development Bureau (LEPD) of the Office of the New York State Attorney General (OAG) is seeking a talented and qualified graduate or undergraduate (**rising junior or higher**) intern to assist with all logistics involved with developing, administering and deploying a robust training and professional development curriculum and schedule. *This position is unpaid.*

LEPD is responsible for providing professional development opportunities and skills training to all OAG employees, including continuing legal education programs for OAG and other New York State government attorneys. The selected student will assist the training team in New York City with all aspects of administering and executing the training and professional development curriculum and schedule.

Assignments will include but not be limited to:

- Assist with set-up, registration, customer support and troubleshooting technical issues during the training program;
- Record training content by taking notes, videos and/or photos and helping with post-production editing;
- Prepare and send correspondence/emails to promote upcoming training opportunities and to respond to customer inquiries;
- Develop customer feedback surveys;
- Prepare program materials and reports;
- Review training materials and assist with research related to course development; and
- Other duties as assigned.

We seek applicants with the following qualifications:

- Excellent writing and analytical skills;
- Detail-oriented and highly organized;
- Demonstrates a high degree of customer service acumen and professionalism, as well as the ability to work well with employees from all staffing levels;
- Proficiency in MS Office and Survey Monkey; and
- Experience using both video and still cameras as well as knowledge of video and image editing software is a plus.

Students may either volunteer or earn course credit, as approved by their school. Applicants must be full-time students and be able to work **a minimum of fifteen (15) hours/week up to full-time for 37.5 hours/week**. Given the scope of the projects/initiatives that will be assigned, the student must be able to commit to an internship/externship of at least a semester in length. Applications are being accepted on a rolling basis throughout the year for the fall, spring and summer terms. Applicants are asked to indicate their availability in their cover letter.

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 by clicking [here](#).

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**
- **Writing Sample**
- **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.

For more information about the OAG, please visit our website: www.ag.ny.gov.