



Division of Social Justice – Labor Bureau

Undergraduate/Graduate Students – Data Analysis and Research Intern – New York City

Reference No. LAB_DA/RES_VUGS

The Office of the New York State Attorney General's Labor Bureau in New York City has volunteer internships and externships for course credit available for qualified graduate and undergraduate students with a background in economics, statistics, accounting, or data analytics. Students are needed to assist attorneys with review and analysis of data in connection with labor investigations and litigation. Students selected for these positions must provide a Registrar's statement and must commit to working a minimum of 10 hours/week. *This internship is unpaid.*

The New York Attorney General's Office is the chief law enforcement agency in New York State, and the Labor Bureau (the Bureau) in the Division of Social Justice is principally charged with, and has been nationally recognized for, defending labor standards in low-wage industries by aggressively enforcing the laws protecting low-wage workers. The Bureau investigates violations of minimum wage, overtime, prevailing wage, and other basic labor laws throughout the state; brings civil and criminal prosecutions against employers who violate these laws; and represents the New York State Department of Labor in its enforcement of state labor laws. The Bureau enforces "Right to Know" laws concerning toxic substances in the workplaces of non-federal public employees. The Bureau also defends the decisions of the New York State Department of Labor and New York Workers' Compensation Board regarding wage and hour law and administration of unemployment insurance benefits and workers' compensation coverage.

Data Analysis and Research Interns will support the work of the Labor Bureau through:

- Applying quantitative methods to assist in developing labor investigations.
- Working collaboratively with attorneys to support active investigations and litigation.
- Determining nonpayment and underpayment of wages, and calculating damages.
- Synthesizing and organizing large amounts of information/data.
- Relaying findings through clearly written summaries and reports.
- Performing other duties as required.

We are seeking applicants with the following qualifications/skills:

- Demonstrated interest in labor issues, public service, or public policy.
- Excellent oral and written communication skills.
- Some prior experience in applying quantitative methods in research and/or analytics.
- Comfort working with large datasets; experience in the labor/employment field is a plus.
- Highly organized, self-directed, and resourceful.
- Experience using Microsoft Office Suite: Word, Excel (including formulas), and PowerPoint.
- Experience with databases, statistical tools, and data presentation software is a plus.

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

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** (Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment)
- ◆ **Resume**
- ◆ **List of three (3) references with contact information and email addresses**

- ◆ **Transcript** (*Unofficial is acceptable*)
- ◆ **Writing Sample** (*Any piece of writing that showcases your writing and critical-thinking skills, such as a course paper or essay*)

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

Positions are available year-around. Please indicate in your cover letter whether you are applying for the Summer, Fall, or Spring semester.

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.