OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Division of Economic Justice – Bureau of Internet & Technology – New York City
Paid Undergraduate/Graduate Student Intern
Reference No. BIT_NYC_PUGS

The Bureau of Internet & Technology in the Office of the New York State Attorney General (OAG) has a paid part-time position available in the New York City office for an undergraduate or graduate student. This position is available to begin immediately and may continue through the academic year and summer semester. Reappointment for additional semesters is possible but neither automatic nor guaranteed. The student selected must commit to work for 15 hours per week.

We are seeking mature, bright, responsible, hardworking students with excellent organizational and interpersonal skills who are able to work without supervision and are punctual and able to manage multiple, time sensitive tasks simultaneously.

The selected student will be assisting the Bureau investigators, mediation, and support staff with consumer complaint intake, fulfilling information requests and responding to general consumer mail, email and telephone inquiries. He or she will be responsible for complaint data entry and bureau database maintenance. The position will also involve occasional research and case development projects, light filing and other duties are as assigned.

Candidates from diverse backgrounds are encouraged to apply. The Office 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 & Graduates.**

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 Summer, Fall and/or Spring 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.

**Please note that positions are filled on a rolling basis; applications will be accepted until all openings are filled*

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