



Division of Administration
Legal Recruitment Bureau – New York City
Recruitment Operations Intern
Job Posting Code: LRB_NYC_ROI/VUGS

The Office of the New York State Attorney General (OAG) is seeking a talented **graduate or undergraduate student** for a volunteer internship or externship for course credit with the [Legal Recruitment Bureau](#).

The Legal Recruitment Bureau is primarily responsible for recruiting attorneys, investigators, legal support analysts and students as well as managing the hiring process. Additionally, the bureau is charged with organizing and coordinating the annual statewide summer internship program.

Duties will include, but not be limited to: assisting with correspondence and communications, including job postings; online outreach and promotion using social media; assisting with event planning and coordination; capturing and editing still and video footage that will be used in OAG marketing materials; receipt and distribution of applications; entry of information into the recruitment database; assisting applicants and staff with the recruitment process; and performing other duties, as assigned.

This position is unpaid. Our staff will provide all necessary training. Applicants must be full-time students and be able to work a **minimum of fifteen (15) hours/week**. Due to the training involved, we ask students to commit to a full academic semester/term.

QUALIFICATIONS

- Highly organized, detail oriented and proactive;
- Able to manage multiple, time sensitive tasks, simultaneously;
- Must be able to define and work to deadlines;
- Excellent oral and written communications skills;
- Professional, punctual and has a customer-focused attitude;
- Proficiency in Word, Excel, and Outlook is a must.
- Prior experience with social media and using video editing software is preferred, but not required; and
- Experience with Adobe Photoshop, Illustrator, InDesign and/or other graphic editors is a plus, but not required.

*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
- Most recent [transcript](#) (unofficial is acceptable)
- Writing Sample and/or Portfolio of prior work

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.