



Information Technology – Software Support and Training Unit
Undergraduate/Graduate Intern – Troy
Reference No. IT_TROY_VUGS/MOTT

The Office of the New York State Attorney General’s Information Technology Software Support and Training unit, is seeking a student intern to assist with the transition from a traditional in-house Microsoft Office 2010 solution to a cloud based Microsoft Office 365 solution. Specifically, this individual would help in the production of end user Office 2010 to Office 365 transition, training documentation and; testing and post transition support. This position is located in Troy.

Applicants must be full time undergraduate or graduate students and be able to work a minimum of 10-15 hours per week. Experience using Microsoft Office 365 and strong written and verbal communication is preferred.

Specific Tasks include but are not limited to:

- Creating end user documentation to aid in the transition from Microsoft Office Suite 2010 to Microsoft’s Office 365 cloud solution;
- Testing functionality of Microsoft Office 365 software applications in the OAG environment prior to deployment;
- Providing OAG end user support post transition. This support will be both in person and remotely; and
- Assisting in the development of instructor-led training sessions using eLearning course content creation software.

*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 by October 31st, 2016. 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; and
- 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.