



Division of Administration
Legal Recruitment Bureau – New York City
Graphic Design Intern (Paid Part-Time Student)
Job Posting Code: LRB_NYC_GDI/PUGS

The Office of the New York State Attorney General (OAG) is seeking a talented graduate or undergraduate (rising junior or higher) student for a paid internship with the [Legal Recruitment Bureau](#).

The Legal Recruitment Bureau (LRB) is responsible for the recruitment of outstanding talent for the OAG including attorneys, other professional staff, confidential support staff and interns. The LRB also organizes recruitment events and manages the annual summer internship program. Integral to the LRB's efforts, is developing and implementing a focused, multi-faceted recruitment and marketing strategy.

DUTIES WILL INCLUDE, BUT NOT LIMITED TO:

- Assisting with developing recruitment marketing and program materials;
- Assisting with developing and managing an online marketing strategy;
- Assisting with event planning and coordination;
- Developing and delivering social media and graphic design training for LRB staff; and
- Answering phones, responding to emails from applicants and OAG staff and generally helping the Office Manager with other tasks, as assigned, that are related to the day-to-day work of the bureau.

QUALIFICATIONS

- The ideal candidate will be majoring in either Marketing, Graphic Design, Communications, Public Relations, or a related field;
- Excellent skills working in Illustrator, InDesign and Photoshop;
- Demonstrates exceptional creativity and a strong design sense with regard to layout and typography;
- Organized, detail-oriented, self-directed and resourceful;
- Able to prioritize and adeptly manage multiple, simultaneous time-sensitive tasks;
- Has a professional attitude, is able to work well with staff from all levels and is able to rapidly assimilate instructions and constructive feedback;
- Excellent verbal and written communications skills;
- Proficiency in MS Office, particularly using Outlook, Excel and PowerPoint, is a must;
- Prior experience with web design, social media and/or content marketing is preferred; and
- Experience with photography, videography and/or video editing is a plus, but not required.

This is a paid position. Applicants must be full-time students and be able to work a minimum of **fifteen (15) hours/week**. We ask students to commit to an internship of at least a semester in length.

*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](#)
- A portfolio of your prior work will be required at the time of interview

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.