

# OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

DIVISION OF ECONOMIC JUSTICE – Internet Bureau – New York City

## Paid Undergraduate/Graduate Student Intern

Reference No. INT\_NYC\_PUGS

The Internet Bureau in the Office of the New York State Attorney General have paid part-time positions available in the New York City office for an undergraduate or graduate student. This position is available to begin immediately and will continue through the 2014 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(s) 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 light filing and occasional research and case development projects. Other duties are as assigned.

Candidates from diverse backgrounds are encouraged to apply. The Office is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, sexual orientation, religion, age, or disability and is committed to workplace diversity.

Applications are being received online. To apply, please go to our website, [www.ag.ny.gov, Resources/Job Opportunities - Student Positions](http://www.ag.ny.gov/Resources/Job%20Opportunities%20-%20Student%20Positions). Applicants must be prepared to submit a complete application packet consisting of a cover letter (include Reference No. INT\_PUGS\_NYC), resume, most recent school transcript (*unofficial is acceptable*), writing sample, and a list of three references with contact information. You **must** indicate in your cover letter whether you are applying for the Fall, Spring, or Summer 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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information about the Office, please visit our website: [ag.ny.gov](http://ag.ny.gov)