

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

DIVISION OF INVESTIGATIONS EXTERNSHIP FALL 2015/SPRING 2016

The [Division of Investigations](#) of the Office of the New York State Attorney General (“OAG”) and John Jay College are offering an externship program to provide outstanding John Jay College graduate students with hands-on forensic investigative experience at the OAG’s Manhattan office. Graduate students in the following programs are eligible to apply: Criminal Justice, Public Administration or Digital Forensics and Cyber Security.

This is an externship program for course credit and may run either per semester or yearly. The number of credits and minimum number of hours required at the OAG worksite would be determined by the student’s program; however, depending upon the student’s assigned project(s), additional hours may be necessary. OAG will expect interns to work 20 – 25 hours per week during the semester. No compensation will be provided by the OAG.

Students will be afforded the opportunity to experience a higher level of responsibility by being assigned to specific projects and investigations that would not ordinarily be possible with a lesser time commitment. Students would have the opportunity to work in the OAG’s forensic lab and develop investigative skills and techniques.

We are seeking bright, hardworking students who are committed to public service, have excellent research and writing skills and are detail-oriented problem solvers. Fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.) in addition to English is a plus, but not required.

Participation in this program requires the student to be pre-selected by John Jay College faculty for consideration by the OAG. The OAG would then make an independent determination of the student’s acceptance into the externship program. The OAG's approval process includes two (2) interviews, followed by completion of an OAG employment application, confidentiality agreement, and emergency contact form and a successful conflicts check.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.

Applications for this externship are being received online.

Please be prepared to submit the following (1) a cover letter (include OAG Ref. No. INV_NYC_VGS/JJ_FA/SP_2015-16), describing your background, why you are interested in the externship, (2) resume, (3) transcript, (4) brief writing sample, and (5) a list of three (3) references. **You must indicate in your cover letter whether you are applying for the Fall and/or Spring semester.**

For assistance with submitting your application, please contact the OAG's Legal Recruitment Bureau via email at recruitment@ag.ny.gov or phone at 212-416-8080.

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