

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Executive Division

Research Department – Volunteer Research Intern – New York City

Reference No. EXEC/RD_NYC_VUGS_2015-16

The Research Department in the Office of the New York State Attorney General (“OAG”) is seeking qualified undergraduate research interns. The Research Department is part of the Executive Division and works closely with senior staff to support the OAG's major initiatives, investigations, and policy development. In the past year alone, our close-knit team has researched and written analytical reports garnering national attention, created and directed multi-million dollar grant programs, and supported several of the office’s major investigations. *This internship is unpaid.*

Employing over 1,700 people across New York State, the OAG is both the “People's Lawyer” and the State's chief legal officer. The OAG serves all New Yorkers in numerous legal and regulatory arenas, including vigorously protecting the rights of investors and consumers, coordinating state-wide criminal investigations, promoting economic and social justice, encouraging harm reducing public health strategies, and preserving the State’s environment. The OAG also advises the Executive branch of State government and defends actions and proceedings on behalf of the State.

Research interns will support the work of the Research Division through:

- Performing various qualitative and quantitative research tasks.
- Working collaboratively with research team and other interns to further mission-oriented goals.
- Synthesizing pertinent facts and issues from large amounts of information/data.
- Disseminating findings into clearly written reports.
- Performing other duties as required.

We are seeking applicants with the following qualifications/skills:

- Demonstrated interest in public policy.
- Excellent oral and written communication skills.
- Some prior experience in research and/or analytics.
- Comfort working with large datasets.
- Highly organized, self-directed, and resourceful.
- Experience using Microsoft Office Suite: Word, Excel, and PowerPoint.
- Knowledge of database language (SQL, R) a plus.
- Knowledge of other coding languages (Python, JavaScript, HTML, CSS) a plus.
- Knowledge of Adobe Illustrator or InDesign a plus.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer 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 - Undergraduate & Graduate](http://www.ag.ny.gov/Resources/Job%20Opportunities%20-%20Student%20Positions%20-%20Undergraduate%20&%20Graduate).

Applicants must be prepared to submit a complete application packet consisting of a **cover letter, resume, most recent transcript, writing sample, and a list of three (3) references with contact**

information and email addresses. You may address your cover letter to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment. *Please note: Failure to submit a complete application will delay the consideration of your application.**

Positions are available year-around. Please indicate in your cover letter whether you are applying for the Summer, Fall, or Spring semester.

For 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 or phone at 212-416-8080.

**Review of applications begins immediately and will continue on a rolling basis.*

For more information about the Office, please visit our website:

www.ag.ny.gov.