



Executive Division

Operations & Scheduling- New York City

Student Assistant

Reference No. EXEC/OP_NYC_PUGS_FALL_2022

2022 Fall Semester Paid, Part-Time Placement for Undergraduate Students

The New York State Office of the Attorney General's Executive Division is seeking a talented and motivated undergraduate student for a paid placement during the 2022 fall semester supporting the AG's Operations & Scheduling team which is responsible for managing and implementing her day-to-day schedule.

The student assistant's assignments will include, but not be limited to, the following:

- Processing invitations for the Attorney General, by working directly with the Scheduling Outreach Coordinator;
- Vetting individuals and entities using Lexis software and compiling the findings into reports for review;
- Performing research on an ad hoc basis for inclusion in briefings and memos;
- Managing contacts for the Attorney General, including processing business cards; and
- Supporting the department by helping with projects as needed.

The Operations Department is seeking applicants with the following skills:

- Excellent written communication and analytical skills;
- Detail-oriented and highly organized;
- Highly professional with the ability to interact with staff from all levels of the organization;
- Proficiency with MS Office and Google Docs; and
- A commitment to public service and a desire to learn about the mission and work of the OAG.

Placement Details

- **This is a hybrid placement**, which means students may report to their designated workstation up to two (2) days per week.
 - Since students working in this format will have an in-office presence, confirmation of their vaccination status is required. If students are not fully vaccinated, they may be required to provide regular negative COVID-19 PCR tests at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.
 - On the days students will be working remotely, they will need to have access to a reliable computer, a secure internet connection, a phone and a sufficiently quiet and private workspace to telework.
- **Applications from students entering their first year of college/university during the 2022 fall semester will not be considered.**
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time undergraduate students in good academic standing as defined by their schools.**
- Students hired for paid fall placements may begin their placements on September 7, 2022 or later.
- Applicants must be available to work 15 hours per week during regular business hours for 10-12 weeks.
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate, which is \$16.24.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- Applications will be accepted online and this placement will be filled on a rolling basis.
- Applicants must be available by video conference for interviews.
- Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting [the Divisions and Bureaus](#) and [Media](#) sections of the OAG website.

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

How to Apply

The following section provides detailed information about the application process and application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online.

- Applications for paid fall placements are being received online. To apply, please visit our careers website: <http://www.ag.ny.gov/job-postings>.
- Please apply to no more than three (3) bureaus/regional offices. Paid placements will be filled on a rolling basis.
- Applications are submitted separately for each bureau/regional office, and an applicant's candidacy for each application is determined separately by each bureau/regional office.
- **The following documents are required for each application that is submitted:**
(Click on the document name to learn more)
 1. **Cover Letter**
 - Address to the Legal Recruitment Unit, 28 Liberty Street, New York, NY, 10005
 - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.
 - Please indicate your format preference: hybrid or remote.
 - Indicate your availability and preferred work schedule.
 2. **Resume**
 - Ensure your resume is complete and current prior to submitting your application.
 3. **List of three (3) references.**
 - Submit only professional (i.e., supervisor or professor) references.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the placement.
 4. **Writing Sample**
 - You may choose to submit a paper that you completed for school or a writing sample that you produced during an internship or externship.
 - Submit a sample that demonstrates your ability to analyze and organize information into an effective document.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for a fall placement at least three (3) weeks prior to any deadlines that could impact your candidacy and note this in your cover letter.
- Please allow at least three (3) weeks for your application to be processed and reviewed by the hiring bureau/regional office. You may submit an application status request [by clicking here](#).

If you have questions about a placement with the OAG, the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov.