



## Executive Division

### Correspondence & Public Information Unit-Albany

#### Student Assistant

Reference No. CPIU\_ALB\_PUGS\_2022

### **Application Deadline is December 17, 2021**

#### **Paid, Part-Time Placement for Graduate & Undergraduate Students**

The Correspondence and Public Information (CPIU) Unit in the New York State Office of the Attorney General (OAG) is seeking a talented graduate or undergraduate student for a paid, part-time placement. Our staff will provide all of the necessary training. **Applicants must have immediate availability.**

CPIU is primarily responsible for processing all non-legal correspondence that is received by the OAG. This includes postal mail, email, petitions, faxes, hand-delivered materials and documents that are forwarded by other state offices and agencies. Additionally, the Unit is responsible for fulfilling requests from the public, OAG staff, and other governmental entities for OAG publications and other critical educational and outreach materials. CPIU has separate projects operating throughout the year including: managing the Attorney General's Triple C Award Program for New York State Students, assisting with OAG events held in the Capitol (Press Conferences, meetings, receptions), and backing up Capitol reception employees in answering the main phone line and staffing the reception desk.

#### **Duties will include, but are not limited to the following:**

- Logging incoming correspondence in Microsoft Dynamics database;
- Scanning and transmitting documents via e-mail;
- Assisting with output of daily mail and large mail merge projects;
- Maintaining organized filing system and preparing records for archival transfer;
- Packing and shipping publications;
- Recording publication orders in Access database; and
- Providing backup for Capital receptionist by answering public phone line and greeting visitors.

#### **Qualifications**

- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer-service to staff and visitors at all levels and from all backgrounds;
- Highly organized and detail oriented;
- Capable of handling confidential and sensitive information;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, Access and Outlook; and
- Foreign language proficiency is a plus, but not required.

#### **Placement Details**

- **Due to COVID-19, this placement will be a hybrid of half in office work and half remote work consistent with all health and safety guidelines. Therefore, students must be available to work from the office located in Albany, NY on their assigned week.**
- **Applications from students entering their first year of college/university during the academic year 2021-22 will not be considered.**
- **Applicants for paid student positions must be full-time students in good academic standing as defined by their schools.**

- Applicants must be available to work up to 15-20 hours per week during the academic year and up to 25 hours per week during the winter and summer breaks. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*
- The selected candidate will be hired as a student assistant and paid at the hourly at the following rates:
  - The graduate student pay range is \$15.28-\$16.22
  - The undergraduate student pay range is \$13.86-\$14.71
- Applications will be accepted online and this position will be filled on a rolling basis.
- Applicants must be available by video conference for interviews.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- 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 document requirements. Please review all of the instructions prior to preparing and submitting your application materials online. To apply, please visit the OAG's career page: [www.ag.ny.gov/job-postings](http://www.ag.ny.gov/job-postings)

- Applications are being received online. 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 Legal Recruitment.
    - Indicate why you are interested in a placement with the OAG and why you are the best candidate.
    - 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](#)
    - Select a sample from an assignment you prepared for school 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 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 the Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).**