



Executive Division
Policy & Legislation – Albany
Graduate Student Assistant for Policy & Legislation
Reference No. P&L_ALB_PUGS_2025

Paid, Part-Time Placement for Graduate Students During the 2025-26 Academic Year | Application Deadline is September 12, 2025*

The Policy & Legislation (P&L) team in the [Executive Division](#) of the Office of the New York State Attorney General (OAG) is seeking applications from graduate students who are interested in the areas of government, public policy, and/or political science for a paid, part-time placement during the upcoming 2025-2026 academic year. **Applicants must be available to work mid-October 2025 through mid-June 2026.**

The P&L team is primarily responsible for developing and managing OAG's legislative agenda and preparing the Attorney General for policy or legislation-focused events. P&L collaborates with OAG Bureaus to generate legislation and policy ideas, advances OAG's policy priorities by working with members of the legislature and relevant stakeholders, and tracks legislation and budget bills that impact the OAG.

Please be advised that P&L collaborates with legal bureaus but does not itself engage in legal casework.

Duties:

- Track legislation that is relevant to OAG;
- Ensure OAG Bureaus have access to weekly legislative agendas and collect feedback on relevant bills to input into the legislative tracking software;
- Monitor local and national news sources to identify issues that are relevant to OAG;
- Conduct policy research and draft supportive documents including memos;
- Attend and document internal OAG meetings and external legislative meetings on relevant legislation; and
- Support other duties and projects as needed/assigned.

Qualifications:

- Applicants must be enrolled in a full-time graduate degree program;
- Research, writing, and organizational skills;
- Knowledge of and/or interest in the legislative process, particularly the New York State Legislature;
- Flexibility, including self-managing competing priorities and multiple time-sensitive tasks simultaneously;
- Highly collaborative with effective interpersonal and communication skills;
- Proficiency in Word, Excel, and Outlook; and
- Experience using the legislative tracking software is a plus.

Placement Details

- **The format of this placement is hybrid. The selected student must be available to report to the OAG's Capitol office located in Albany, New York two or three (2-3) days per week.** 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.
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time graduate students in good academic standing as defined by their schools.**

- Applicants must be available to work 15-20 hours per week during regular business hours from mid-October through mid-June. The selected student must be available to begin their placement on October 20, 2025.
- The selected student will be hired as a student assistant and paid hourly at the graduate student rate, which is \$19.38.
- *Applications are accepted online until **September 12, 2025**, and paid placement offers are made on a rolling basis.
- Students who are hired for the fall program may begin their placements on September 3, 2025, or after.
- United States (U.S.) citizenship and New York state residency are not required, but applicants must be eligible to be employed in the U.S.
- Applicants are encouraged to learn more about OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public 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 this placement must be submitted online. To apply, please click the following link:
www.ag.ny.gov/job-postings/undergraduate-graduate-students
- *Applications are accepted online until **September 12, 2025**, and placement offers are made on a rolling basis.
- **The following four (4) documents must be submitted with your application:**
Your documents should reflect your own work product. Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.
 - 1. Cover Letter**
 - You may choose to address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in a placement with OAG and what makes you a strong candidate.
 - You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
 - 2. Resume**
 - Ensure your resume is complete and current prior to submitting your application.
 - 3. Reference List**
 - Submit a list of three (3) professional references (i.e., supervisor or professor).
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the placement.
 - 4. Writing Sample**
 - Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/externship.
 - Submit a sample that demonstrates your ability to analyze and organize information into an effective document.
 - We recommend submitting a sample that is 3-6 pages in length.
 - If needed, please include a cover page providing the reviewer with any relevant background information or context.
- Failure to submit a complete application will delay the consideration of your candidacy.
- If a bureau wishes to schedule an interview, they will contact you directly to arrange this meeting.

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