



## Executive Division

### Operations and Scheduling – New York City

#### Student Assistant for Executive

#### Reference No. EXEC/OPS\_NYC\_PUGS\_FALL\_2025

### Fall Paid, Part-Time Placements for Undergraduate Students | Application Deadline is September 12, 2025\*

The Office of the New York State Attorney General's (OAG) [Executive Division](#) is seeking talented and motivated undergraduate students for paid, part-time placements during the 2025 Fall Program supporting the Attorney General's Operations and Scheduling team which is responsible for managing and implementing her day-to-day schedule.

#### Duties:

- Vetting individuals and entities using Lexis software and compiling the findings into reports for review;
- Writing draft substantive briefings for the Attorney General for meetings and public events;
- Performing research on an ad hoc basis for inclusion in briefings and memos;
- Writing draft copy for OAG's annual report; and
- Supporting the department by helping with projects as needed.

#### Qualifications:

- 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 OAG.

### Fall Program Details

- **The format of this placement is hybrid.** Students report to their designated workstation two or three (2-3) days per week. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
- **At the time students receive and accept a paid placement offer, they must provide written documentation demonstrating they are full-time students in good academic standing as defined by their schools. Applications from students who will be starting college/university during the 2025-26 academic year will not be considered.**
- The undergraduate student hired for this placement will work part-time for the fall semester (15 hours/week for 12 weeks for a total of 180 paid hours). The undergraduate student will be hired as a student assistant and be paid the hourly rate of \$17.75.
- \*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 fall paid placements must be submitted online. To apply, please click the following link:  
[www.ag.ny.gov/job-postings/undergraduate-graduate-students](http://www.ag.ny.gov/job-postings/undergraduate-graduate-students)
- 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.
- \*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](mailto:recruitment@ag.ny.gov).**