



Administrative Division
Information Technology Bureau—Latham
Student Assistant, Infrastructure & Operations Team
Reference No. ITB_PUGS_2026_2

Paid, Part-Time Placements for Graduate & Undergraduate Students | Application Deadline is March 27, 2026*

The Office of the New York State Attorney General's (OAG) [Information Technology Bureau](#) (ITB) is seeking applications from graduate and undergraduate students for paid, part-time placements with the Infrastructure and Operations Team. These placements provide an excellent opportunity for students who are either pursuing or are interested in pursuing careers in technology, business, operations, or other related fields. The selected students work with and receive training from OAG's dedicated and talented team of IT professionals. **Students with immediate availability are preferred.**

The OAG is recognized as a national leader in civil rights, investor protection, labor rights, personal privacy, public safety, and criminal law enforcement. ITB has the unique responsibility of supporting OAG as the People's Lawyer in its many and varied initiatives, multiple locations, and numerous platforms. The OAG is responsible for defending the state in litigation, engages in affirmative civil and criminal investigations and litigation, and serves as the chief guardian of the legal rights of the citizens of New York, its businesses, and its natural resources. The Administration Division and ITB proudly play a role in the daily support of this mission.

Duties:

- Manage the Windows Desktop/laptop and VDI environment, including installing and maintaining the Operating System, updates, and support of applications.
- Install, configure, and support client-side applications.
- Diagnose and resolve user issues, including network connectivity problems, application errors, and software errors.
- Address ServiceNow incidents and requests and provide assistance to end users which may include VPN, Software/Hardware problems, network shares, and tier-2 or 3 related issues.
- Write and maintain PowerShell scripts to perform a variety of tasks and automation, such as vulnerability management, application discovery, WSUS/SCCM commands, and bulk object modifications.
- Implement security policies, manage user access, and apply security updates.
- Establish and maintain a professional working relationship with the user community, co-workers, and management to effectively resolve problems.
- Work closely with Security Operations team to triage and remediate security vulnerabilities or incidents on endpoint devices.
- Develop and maintain documentation pertaining to operating procedures for new technologies as well as develop and implement test plans for new equipment and designs.
- Support of Enterprise Print Management infrastructure including device troubleshooting and policy creation.

Placement Details

- **The format of this placement is hybrid.** Students must be available to work in-person (2-3) days per week at OAG's office in Latham, NY. 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 2026 fall semester will not be considered.**
- The student hired for this placement will be hired as a student assistant and work part-time for 15-30 hours per week. Students who are available to work the full the remainder of the spring and full summer term are preferred. *Reappointment for additional semesters/terms is possible but neither automatic nor*

guaranteed.

- The selected student will be hired as a student assistant and paid either the graduate hourly pay rate of \$19.38, or the undergraduate hourly pay rate of \$16.39.
- *Applications are accepted online until **March 27, 2026**, and paid placement offers are made on a rolling basis.
- 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:

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.
- **Please limit your application submissions to three (3) total across all bureaus/regional offices.**
- *Applications are accepted online until **March 27, 2026**, and paid 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 thoughts/work product in text that was written by you. Do not use artificial intelligence (AI) to generate application documents. 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 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 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 2-4 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.