



**Social Justice Division
Health Care Bureau—Albany
Legal Aide for Helpline Mediation
Reference No. HCB_ALB_PLS_2026**

Paid Placement for Law Student | Application Deadline is September 11, 2026*

The Office of the New York State Attorney General's (OAG) [Health Care Bureau](#) (HCB) in Albany is now accepting applications from law students for a paid placement. The OAG is committed to protecting New Yorkers by robustly protecting consumers from deceptive or illegal practices and to ensuring access to health care by bringing civil prosecutions for violations of health, insurance, deceptive practices, anti-discrimination, and other applicable laws. The HCB's Albany team mediates thousands of complaints each year from individual consumers through the bureau's consumer helpline. These complaints involve resolving billing issues, appealing insurance denials, accessing care, and informing consumers of their health care rights. A large percentage of these complaints are resolved satisfactorily through the mediation process. The selected law student will be assigned to assist staff with health-related consumer issues handled by the Helpline staff, and support affirmative investigations into fraudulent, misleading, deceptive, or illegal practices in the health care industry. **The selected law student must have immediate availability.**

The OAG is seeking a hardworking and talented law student with an interest in helping New York consumers navigate the complexities of the health care industry. This individual should have excellent legal research and writing skills. The selected law student will conduct legal research, draft memoranda, assist with active investigations, and learn to mediate consumer complaints. The potential law student candidate is an integral part of this mediation process. The law student may also qualify to obtain a student practice order to appear in court with attorney supervision.

Placement Experience

- Receive substantive legal work and mentorship from an experienced litigator.
- Gain hands-on learning experiences in an exciting and dynamic professional environment.
- Exposure to a broad range of legal work and the opportunity to gain valuable public interest legal experience.
- Assignments may include writing memoranda; writing discovery requests or responses; interviewing clients, witnesses, and experts; assisting with investigations, case negotiations, and conducting legal research assignments.
- The selected law student will also mediate individual complaints filed by consumers against health insurance plans and providers, answer inquiries from the public on a variety of healthcare-related topics, and support investigations into larger patterns of fraud or illegality.
- The law student will finish their placement with a legal writing sample.

Qualifications

- Full-time enrollment in an accredited law school;
- Strong technology skills and proficiency using Microsoft Word, Excel, Outlook, and PowerPoint;
- Strong research and analytical abilities, as well as verbal and written communication skills;
- Excellent organizational, proofreading, and multitasking skills;
- Proactive with the ability to prioritize and manage assignments and deadlines;
- Capable of working well both independently and as a member of a team; and
- Past practical experience such as a legal clinic is a plus but is not required.

Placement 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 the student receives and accepts a paid placement offer, they must provide written documentation demonstrating they are a full-time student in good academic standing as defined by their school.**
- Applicants must be available to work 15-30 hours per week during regular business hours for the entire academic year August/September, through late May/June. An extension into the summer term may be possible. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed.*
- The selected law student will be hired as a legal aide and paid the hourly rate of \$20.56.
- *Applications are accepted online until **September 11, 2026**, and a paid placement offer is 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. **You will be unable to edit or amend your application after it has been submitted.**

- Applications for this placement must be submitted online. To apply, please click the following link:

<https://ag.ny.gov/job-postings/law-students>

- *Applications are accepted online until **September 11, 2026**, and paid placement offers are made on a rolling basis.
- **The following four (4) documents are required for each application that is submitted:**

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 placement 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.
- The writing sample should show you can analyze legal issues in a clear and concise manner. Also, the sample should highlight your advocacy and grammatical skills.
- The writing sample should be between five and ten (5-10) pages long, not including the cover page.
- Include a cover page indicating the following information:
 - a) The document type.
 - b) Specify the source of the sample. Was it prepared for a class (include the course name and date) or an internship or job (include the placement or position name and date).
 - c) Briefly indicate why you are choosing to submit this section of the document. State

whether it is an excerpt from a longer document. If so, provide any relevant context the reader will need to understand how this section relates to the document as a whole.

d) Indicate who edited your sample, how many drafts were made, and whether you are the sole author of the document.

- **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.

The OAG provides reasonable accommodations to applicants with disabilities. If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about OAG, please visit our website: ag.ny.gov