



**Executive Division**  
**Policy & Legislation—Albany**  
**Student Assistant for Policy & Legislation**  
**Reference No. P&L\_ALB\_PUGS\_2026**

**Fall Paid, Part-Time Placements for Graduate Students | Application Deadline is October 30, 2026\***

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 2026-2027 academic year. **Applicants must be available to work early January through early June 2027.**

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.

**Program Details**

- **On their scheduled workdays, students must be able to report to OAG's offices located at The Capitol in downtown Albany, NY.**
- **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 are starting college/university during the 2026-27 academic year will not be considered.**
- The graduate 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 graduate student will be hired as a student assistant and be paid the hourly rate of \$19.38.
- \*Applications are accepted online until **October 30, 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.

*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 fall 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.
- **Please limit your application submissions to three (3) total across all bureaus/regional offices.**
- \*Applications are accepted online until **October 30, 2026**, 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 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 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 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.

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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information about OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)