



Economic Justice Division

Bureau of Internet & Technology – New York City

Student Assistant

Reference No. BIT_NYC_PUGS_FALL_2026

Paid, Part-Time Placement for Graduate and Undergraduate Students | Application Deadline is October 9, 2026*

The [Bureau of Internet & Technology](#) (BIT) in the Office of the New York State Attorney General (OAG) has a paid, part-time placement available for graduate and undergraduate students. We are seeking applications from mature, bright, responsible, and hardworking students with excellent organizational and interpersonal skills. Applicants must also be able to work without supervision, are punctual, and can manage multiple, time-sensitive tasks simultaneously. ***Applicants must be available to start their placement in early October 2026.***

The selected student will assist BIT's detectives, mediators, and support staff with consumer complaint intake; fulfilling information requests; and responding to general consumer mail, email, and telephone inquiries. They will be responsible for complaint data entry and bureau database maintenance. The placement will also involve occasional research and case development projects, light filing, and other duties as assigned.

Placement Details:

- **This is a remote placement.** On the days the students are scheduled to work, 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. *Please be advised, students hired for remote, paid placements must be available to complete their payroll onboarding paperwork in-person at OAG's offices in Albany or New York City or at one of the [13 regional office locations](#).*
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from student who will start college/university during the 2026 fall semester will not be considered.**
- Applicants must be available to work 15-30 hours per week during regular business hours for at least the fall/winter term (October-January). Students who are available to continue working during additional semesters/terms are strongly preferred. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*
- *Applications are accepted online until **October 9, 2026**, and paid placement offers are made on a rolling basis.
- 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 \$17.75.
- 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 **October 9, 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.

The OAG provides reasonable accommodations for 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