



Administrative Division
Office of Diversity and Inclusion—New York City
Student Assistant for Diversity, Equity, and Inclusion
Reference No. ODI_NYC_PUGS_2026_2

Paid Part-Time Placements for Graduate and Undergraduate Students | Application Deadline is November 13, 2026*

The Office of the New York State Attorney General's (OAG) [Office of Diversity and Inclusion](#) (ODI) is seeking talented graduate and undergraduate students for a paid placement during the winter and spring terms. The mission of ODI is to provide leadership, guidance, and support with respect to diversity, equity, inclusion, and accessibility (DEIA) issues at OAG. Specific areas of focus include OAG policies and procedures, recruitment and hiring, staff education and training, employee engagement, procurement, and diversity and inclusion events. ODI supports OAG in building a diverse team and workplace that celebrates diversity and fosters a culture of inclusion, equity, and accessibility. **Applicants must be available to start in November or by early to mid-December at the latest.**

Duties:

- Provide administrative support to the ODI, e.g., monitoring email and telephone calls;
- Assist with review of OAG policies through a DEIA lens to ensure alignment with industry standards and ODI mission;
- Assist with creating, analyzing, and interpreting survey data to identify trends and support ODI's strategic initiatives;
- Research creative content for DEIA intranet, workshops, panel discussions, multicultural observances, and initiatives;
- Ability to review quantitative and qualitative survey data, identify key themes and trends, and translate findings into clear, plain-language insights;
- Conduct other internet research projects;
- Review DEIA trainings;
- Update catalog of trainings;
- Design event flyers; and
- Assist with special projects as needed.

Please be advised ODI supports the operations of OAG and does not engage in legal casework.

Qualifications:

- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer service;
- Excellent written and verbal communication skills;
- Strong analytical skills;
- Able to work independently;
- Highly organized and detail oriented;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, Forms, and Outlook;
- Prior experience with Canva or similar graphic design programs is preferred but not required; and
- Foreign language proficiency is desirable.

Placement Details

- **The format of this placement is hybrid.** Students report to their designated workstation at 28 Liberty Street in Lower Manhattan 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 are starting college/university during the 2026-27 academic year will not be considered.**
- Applicants must be available to work 15-30 hours per week during regular business hours for at least the

winter/spring term (November/December through May). Students who are available to continue working during the 2027 summer term are strongly preferred. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*

- The students hired for this placement will be hired as student assistants. Graduate students are paid the hourly rate of \$20.25 and undergraduate students are paid the hourly rate of \$18.55.
- *Applications are accepted online until **November 13, 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 paid student placements must be submitted online. To apply, please click the following link:
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 **November 13, 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 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