Executive Division
Press Office—New York City
Student Assistant
Reference No. PO_NYC_PUGS_SPRING_2027

Spring Paid, Part-Time Placements for Undergraduate Students | Application Deadline is January 29, 2027*

The Press Office in the Office of the New York State Attorney General (OAG) is seeking a talented and committed undergraduate student for a paid placement during the 2027 Spring Program.

Duties:

- Compiling daily news briefs;
- Monitoring news updates;
- Maintaining and updating media database;
- Coordinating with statewide news outlets;
- Providing creative input to the press process;
- Editing and proofreading press releases;
- Answering high volume phone calls; and
- Assisting with social media content and monitoring.

Candidates should have strong writing, analytical, and organizational skills. Close attention to detail and the ability to meet tight deadlines is required. An interest in public service and a familiarity with New York state government is a plus.

Spring Program Details

- **The format of this placement is hybrid or remote.**
  - **Hybrid Placements:** 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.
  - **Remote Placements:** Students telecommute for the duration of their placements. 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. *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.*
- **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 undergraduate student hired for this placement will work part-time for the spring semester (15 hours/week for 12 weeks for a total of 180 paid hours). The undergraduate student will be hired as a student assistant and be paid the hourly rate of $18.55.
- *Applications are accepted online until **January 29, 2027**, and paid placement offers are made on a rolling basis.
- Students who are hired for the spring program may begin their placements on January 20, 2027, or after.
- 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 spring 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.
- **Please limit your application submissions to three (3) total across all bureaus/regional offices.**
- *Applications are accepted online until **January 29, 2027**, 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.
     - Please indicate your format preference: hybrid or remote.
  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