Social Justice Division
Environmental Protection Bureau—New York City
Student Assistant for Science
Reference No. EPB/SCI_NYC_PUGS_SPRING_2027

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

The Office of the New York State Attorney General's (OAG) Environmental Protection Bureau (EPB) in New York City is seeking applications from graduate students for paid science placements during the 2027 Spring Program. EPB is responsible for enforcing state and federal environmental laws and takes legal action on behalf of the people of New York to protect the public health and environment. The bureau defends state agencies when their regulatory efforts are challenged in court. The bureau's legal and scientific staff also investigate and respond to citizen complaints, participate in community engagement, and prepare reports. brochures, and other information for the public on environmental issues. In its work, EPB prioritizes reducing environmental and health disparities, and promoting environmental justice in New York.

Students will assist staff in addressing scientific and policy aspects of pertinent environmental and public health issues. Responsibilities include researching issues on the internet, in journals, and scientific literature; procuring information and conducting scientific and data analyses; reviewing and evaluating laws, legislation, and regulations; drafting scientific and policy analyses of issues and providing related written and oral briefings for staff; drafting reports, whitepapers, and factsheets; and supporting the activities of legal staff. GIS skills are especially desirable.

In addition, students may gain experience working with federal, state, and local government agency staff, non-profit environmental and community-based organizations, and experts. In the past, students have worked on issues regarding climate change, hazardous and solid waste management, toxic air emissions, public health, sustainability and energy related matters, drinking water quality, wetland management, and many others. Students work closely with the bureau's Chief Scientist and Policy Advisor, and other legal and scientific staff who will provide them with mentoring, guidance, and advice to support their learning and professional development.

Key qualities of candidates include a strong background in science and/or public policy, intellectual curiosity, strong initiative, self-motivation and work independence, superior writing and communication skills, and a commitment to environmental and public health protection, and social justice.

Spring Program 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.**
- The graduate 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 graduate student will be hired as a student assistant and be paid the hourly rate of $20.25.
- *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 five (5) 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.
  5. **Course List**
     - In lieu of a transcript, please provide a list of science courses, engineering courses, and any other courses relevant to your application that you have successfully completed since beginning college or university.
     - If you are currently pursuing a graduate degree, this list should include courses that you have successfully completed for both your undergraduate and graduate degrees.
     - Please be advised this information will be used to assess whether you have the necessary science and other prerequisites for this placement.

- **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