Social Justice Division
Environmental Protection Bureau—Albany
Student Assistant for Environmental Justice, GIS, and Data Analysis
Reference No. EPB/GIS_ALB_PUGS_SPRING_2027

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

The Office of the New York State Attorney General's (OAG) Environmental Protection Bureau (EPB) is charged with enforcing state and federal environmental laws and has the power to file lawsuits on behalf of the state of New York to protect public health and the environment. The bureau enforces environmental standards and defends state agencies when their regulatory efforts are challenged in court. In addition, the bureau's attorneys and technical staff investigate and respond to citizen complaints, file lawsuits for public nuisance conditions, prosecute environmental crimes, enforce laws, and prepare reports and brochures on environmental issues, including environmental justice.

During the 2027 Spring Program, EPB in Albany has a paid placement available for an advanced undergraduate or graduate-level Student Assistant for Environmental Justice, Geographic Information Systems (GIS) and Data Analysis. The student assistant will likely work on issues at the intersection of climate change, environmental justice and environmental racism, and environmental and public health. Students may be asked to prepare literature reviews of assigned topics and summaries of assigned articles and papers. Students may also be directed to find, clean, and analyze data using spatial and statistical tools such as RStudio and ESRI products, and to produce maps, charts, tables and other visuals to support scientific and technical arguments and analyses. They will gain experience working in the context of state government and in a professional office environment. EPB Scientists will provide the student assistant with mentoring, guidance, and advice, thereby facilitating learning and professional development.

Student assistants may gain experience working with federal, state, and local government agency staff, non-profit environmental organizations, and experts. In the past, students have worked on issues including climate change, hazardous and solid waste management, toxic air emissions, public health, sustainability and energy-related matters, drinking water quality, and wetlands management. Students work closely with the science and policy staff and other professionals in the office who will provide mentoring, guidance, and advice to support their learning and performance. The key qualities we look for include a strong background in science, intellectual curiosity, strong initiative, effective writing and communication skills, and an interest in social justice and environmental quality.

Spring Program Details

- **The format of this placement is hybrid or remote.**
  - **Hybrid Placements:** Students report to their designated workstation at 146 State Street in Albany 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 student hired for this placement will be hired as a student assistant and work part-time for the spring semester (15 hours/week for 12 weeks for a total of 180 paid hours). Graduate students are paid the hourly rate of $20.25 and undergraduate students are paid the hourly rate of $17.13.
- *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.
   - 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.
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