## Social Justice Division
## Environmental Protection Bureau —Albany
## Student Extern for Environmental Policy
## Reference No. EPB/POL_ALB_EXT_SPRING_2027

**Spring Externship for Academic Credit 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) in Albany is seeking applications from graduate and undergraduate students for an environmental policy externship during the 2027 Spring Program. The EPB is responsible for 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 solid waste laws, and prepare reports and brochures on environmental issues.

The selected student will assist policy analysts and attorneys in developing memorandums, briefings, and internal resources on environmental policy issues. This work will involve the thorough synthesis of data and research from academic, government, national labs, and policy sources, as well as comparative analysis of other state and federal programs and legislation. The policy student will assist with tracking legislation, as well as attend (virtually or in-person) relevant hearings and meetings. The policy student will also assist in developing and updating various digital and printed informational materials to further advance the bureau's outreach efforts and programmatic goals.

In addition, the policy student may gain experience working with federal, state, and local government agency staff, non-profit environmental organizations, and experts. Current Environmental Policy projects focus on topic areas such as air, climate, consumer safety, energy, environmental justice, land-use, and water policy. Policy students work closely with policy staff who will provide them with mentoring, guidance, and advice to support their learning and research.

The key qualities we look for include a demonstrated interest in the environment and policy, intellectual curiosity, initiative, effective writing and communication skills, and an interest in the quality of our environment.

## 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.
- **At the time students receive and accept an offer, they must provide written documentation from their schools confirming their acceptance into a credit-bearing externship program or an approved independent study.** Additionally, this confirmation must include the following information:
  - The appropriate point of contact for the externship;
  - The parameters of the externship, including the employer's responsibilities;
  - The required minimum/maximum work hours to be completed by the student; and
  - The number of credits the student will receive upon completion of the placement.
- Students are encouraged to commit to working part-time (15 hours/week) during regular business hours for at least a semester (10-12 weeks) or the minimum stipulated by their externship or independent study.

- *Applications are accepted online until **January 29, 2027**, and 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.

***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**