



## Executive Division

### Public Information & Correspondence Unit - Albany

#### Student Assistant

Reference No. PICU\_ALB\_PUGS\_2024

### Application Deadline is May 31, 2024

#### Paid, Part-Time Placement for Graduate & Undergraduate Students

The [Public Information & Correspondence Unit](#) (PICU) in the Office of the New York State Attorney General (OAG) is seeking a talented graduate or undergraduate student for a paid, part-time placement. Our staff will provide all the necessary training. **Applicants must have immediate availability.**

The PICU is primarily responsible for processing all non-legal correspondence that is received by the OAG. This includes postal mail, email, petitions, faxes, hand-delivered materials, and documents that are forwarded by other state offices and agencies. Additionally, the Unit is responsible for fulfilling requests from the public, OAG staff, and other governmental entities for OAG publications and other critical educational and outreach materials. PICU has separate projects operating throughout the year including managing the Attorney General's Triple C Award Program for New York State grade school students, assisting with OAG events held in the Capitol (press conferences, meetings, receptions), and backing up Capitol reception employees in answering the main phone line and staffing the reception desk.

#### Duties will include, but are not limited to, the following:

- Scanning and logging incoming correspondence in our database;
- Assisting with output of daily mail and large mail merge projects;
- Maintaining organized filing systems and preparing records for archival transfer;
- Packing and shipping publications;
- Recording publication orders in an Access database; and
- Providing backup for Capital receptionist by answering public phone line and greeting visitors.

#### Qualifications:

- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer-service to staff and visitors at all levels and from all backgrounds;
- Highly organized and detail oriented;
- Capable of handling confidential and sensitive information;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, Access, and Outlook; and
- Foreign language proficiency is a plus but not required.

#### Placement Details

- **On their scheduled workdays, students must be able to report to the PICU's office located in The Capitol in downtown Albany, NY.**
- **Applications from students entering college/university during the 2024-25 academic year will not be considered.**
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time undergraduate or graduate students in good academic standing as defined by their schools.**
- Applicants must be available to work up to 15-20 hours per week during the academic year and up to 30 hours per week during the winter and summer breaks. Students who are available to work the full 2024-25 academic year are strongly preferred. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*

- The selected candidate will be hired as a student assistant and paid at the hourly at the following rates:
  - The graduate student pay rate is \$17.55/hr.
  - The undergraduate student pay rate is \$15.91/hr.
- Applications will be accepted online, and this position will be filled on a rolling basis\*
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting the [Divisions and Bureaus](#) and [News and Media](#) sections of the OAG website.

*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.

- Applications for this placement must be submitted online. To apply, please click on the following link: [PICU ALB PUGS 2024](#)
- **The following four (4) documents must be submitted with your application:**
  - 1. Cover Letter**
    - You may address your letter to the Legal Recruitment Unit, 28 Liberty Street, New York, NY, 10005.
    - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.
    - Indicate your availability and preferred work schedule.
  - 2. Resume**
    - Ensure your resume is complete and current prior to submitting your application.
  - 3. List of three (3) references.**
    - Submit only professional (i.e., supervisor or professor) references.
    - 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**
    - You may choose to submit a paper that you completed for school or a writing sample that you produced during an internship or externship.
    - Submit a sample that demonstrates your ability to analyze and organize information into an effective document.
    - We recommend submitting a sample that is 3-6 pages in length.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for this placement at least three (3) weeks prior to any deadlines that could impact your candidacy and note this in your cover letter.

If you have questions about a placement with the OAG, the application process or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).