



**Social Justice Division**  
**Environmental Protection Bureau – New York City**  
**Student Assistant for Science/Policy**  
**Reference No. EPB/SCI\_NYC\_PUGS\_SUM 2025**

**Paid Summer Placement for Graduate Students | Application Deadline is February 28, 2025\***

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 two paid science/policy placements during the 2025 Summer 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.

### **Summer Program Details**

- **The format of this placement is hybrid.** Students report to their designated workstation 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.
- **To be eligible for a paid summer placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from students who will be starting college/university during the 2025 fall semester will not be considered.**
- The summer program will run for eight weeks from May 19 – July 11, 2025. Students hired for the program must be available to work full-time (37.5 hours/week) during these dates and for the entire eight (8) weeks of the program.
- Applications are accepted online until **February 28, 2025**, and paid placement offers are made on a rolling basis.\*
- Graduate students will be hired as student assistants and paid the hourly rate of \$17.55.

- 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.
- Applicants are encouraged to learn more about OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public 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 summer placements are being accepted online. To apply, please visit [EPB/SCI NYC PUGS SUM 2025](#)
- 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 **February 28, 2025**, and paid placement offers are made on a rolling basis.\*
- **The following five (5) documents are required for your application:**

*Your documents should reflect your own thoughts/work product in text that was written by you.*

### 1. Cover Letter

- You may 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. 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.
- We do not conduct reference checks until after you interview for a 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.
- 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 as well as any relevant courses you are in the progress of completing.**
- 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.
- 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.
- Please submit your application for a summer placement at least three (3) weeks before any deadlines that could impact your candidacy and note this in your cover letter.
- If a bureau wishes to schedule an interview, they will contact you directly to arrange this meeting.

**If you have questions about a placement with 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).**