



**Social Justice Division
Real Estate Finance Bureau – New York City
Student Assistant for Archiving & Records Management
Reference No. REF_NYC_PUGS_SUM_2025**

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

The Records Management Unit in the [Real Estate Finance Bureau](#) of the Office of the New York State Attorney General (OAG) is seeking an undergraduate student for a paid placement during the 2025 Summer Program. The selected student will assist with archiving and records management projects during the summer.

The selected student's responsibilities may include drafting reports, updating databases, organizing information, archiving records, and entering metadata. In addition, interns gain experience working with OAG attorneys and legal support staff. Students are paired with experienced staff members who work closely with them to provide mentoring, guidance, and advice, thereby facilitating learning and enhancing performance.

The key qualifications we look for include: a background in archiving, library science, and records management; effective writing and strong communication skills; knowledge of Microsoft Office, Excel, and Word; strong initiative; high attention to detail; conducting work in a timely fashion; ability to function in a deadline-driven environment; multitasking; and an interest in real estate.

Summer Program Details

- Students must be able to work in-person for (4) days per week at OAG's office located at 28 Liberty Street in Lower Manhattan.
- 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 student 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.*
- Undergraduate students will be hired as student assistants and paid the hourly rate of \$17.23.
- 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 [REF 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 four (4) 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.

- 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.