



**Executive Division
Public Information & Correspondence Unit—Albany
Student Assistant
Reference No. PICU_ALB_PUGS_2025**

Paid, Part-Time Placement for Graduate & Undergraduate Students | Application Deadline Is February 28, 2025*

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 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:

- 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 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.**
- **To be eligible for a paid 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 are starting college/university during the 2024-25 academic year will not be considered.**
- 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 remainder of the spring semester and the summer term 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 hourly at the following rates:
 - The graduate student pay rate is \$17.55/hr.
 - The undergraduate student pay rate is \$15.91/hr.
- Applications are accepted online until **February 28, 2025**, and paid placement offers are made on a rolling basis.*
- 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 this placement must be submitted online. To apply, please click on the following link:

[PICU ALB PUGS 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.
- Applications are accepted online until **February 28, 2025**, and placement offers are made on a rolling basis.*
- **The following four (4) documents must be submitted with your application:**

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

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.

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

- 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 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 this 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.