Economic Justice Division
Bureau of Internet & Technology – New York City
Student Assistant
Reference No. BIT_ NYC_PUGS_2025_2

Paid, Part-Time Placement for Graduate & Undergraduate Students | Application Deadline is April 25, 2025

The Bureau of Internet & Technology (BIT) in the Office of the New York State Attorney General (OAG) has a paid, part-time placement available for graduate and undergraduate students. We are seeking applications from mature, bright, responsible, and hardworking students with excellent organizational and interpersonal skills. Applicants must also be able to work without supervision, are punctual, and can manage multiple, time sensitive tasks simultaneously. ***Applicants must have availability to start their placement in May or June 2025.***

The selected student will assist BIT's detectives, mediators, and support staff with consumer complaint intake; fulfilling information requests; and responding to general consumer mail, email, and telephone inquiries. They will be responsible for complaint data entry and bureau database maintenance. The placement will also involve occasional research and case development projects, light filing, and other duties as assigned.

Placement Details:

- **This is a remote placement.** On the days the students are scheduled to work, they will need to have access to a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework. *Please be advised, students hired for remote, paid placements must be available to complete their payroll onboarding paperwork in-person at OAG's offices in Albany or New York City or at one of the 13 regional office locations.*
- **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 student who started college/university during the 2024-25 academic year will not be considered.**
- Applicants must be available to work 15-30 hours per week during regular business hours for at least the summer term. Students who are available to continue working during additional semesters/terms are strongly preferred. *Please be advised that reappointment for additional semesters/terms is possible but neither automatic nor guaranteed.*
- Applications are accepted online until **April 25, 2025**, and paid placement offers are made on a rolling basis.*
- Graduate students will be hired will be hired as student assistants and be paid the hourly rate of $17.55. 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 paid student placements must be submitted online. To apply, please visit

    ## BIT_NYC_PUGS_2025_2

- Applications are accepted online until **April 25, 2025**, and paid placement offers are made on a rolling basis.*
- **The following four (4) documents are required for each application that is submitted:**

    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.

- **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 OAG, the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov.

To learn more about OAG, please visit www.ag.ny.gov.