



Division of Social Justice

Civil Rights – New York City

Student Assistant

Reference No. CRI_NYC_PUGS_FALL_2024

Application Deadline is September 13, 2024*

2024 Fall Semester Paid, Part-Time Placement for Undergraduate Students

The Office of the New York State Attorney General's (OAG) [Civil Rights Bureau](#) is seeking applications from undergraduate students for a paid placement during the 2024 Fall Program; this is an excellent opportunity for students who are either pursuing or are considering pursuing a legal career. The selected student will support the Bureau's ongoing litigation docket, develop legal skills, and work directly with attorneys, support staff, and other professionals.

The duties of the Student Assistant may include, but will not be limited to, the following:

- Assisting with intakes
 - Interviewing members of the public to obtain detailed information regarding complaints made to the bureau.
- Assisting with witness interviews
- Providing eDiscovery Support
 - Searching for documents for deposition preparation and preparing deposition summaries;
 - Tagging, reviewing, and organizing documents for production as well as incoming document production;
 - Maintaining discovery request logs and tracking what has been received and what is outstanding; and
 - Coordinating as needed with the OAG's Practice Technologies Group on technical issues.
- Assisting with Legal Filings
 - Cite-checking, formatting, and proofreading briefs and other documents;
 - Conducting searches using Westlaw or Lexis;
 - Creating tables of contents and tables of authority; and
 - Assisting with submitting filings.
- Assisting with research and writing assignments
- Assisting with other legal and office support functions

Required qualifications for the Student Assistant are as follows:

- Enrollment in a full-time undergraduate degree program;
- Excellent organizational, proofreading, and multitasking skills;
- Strong research and analytical abilities as well as verbal and written communication skills;
- Proactive with the ability to self-manage assignments and deadlines;
- Capable of working well both independently and as a member of a team; and
- Strong technology skills and proficiency using Microsoft Word, Excel, and Outlook.

Preferred qualifications for the Student Assistant are as follows:

- Students who are pursuing degrees in a relevant area of study such as pre-law, legal/paralegal studies, criminal justice, etc.;
- Prior work experience in a legal setting;
- Familiarity with and experience using legal research and eDiscovery applications; and
- Fluency in other language

Fall Program Details

- **The format of this placement is hybrid.** A hybrid placement means students may report to their designated workstation two or three (2-3) days per week. On the days students will be working remotely, 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.
- **To be eligible for a paid fall 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.
- The undergraduate student hired for this placement will work part-time for the fall semester (15 hours/week for 12 weeks for a total of 180 paid hours). The undergraduate student will be hired as a student assistant and be paid the hourly rate of \$17.23.
- Applications will be received online until **September 13, 2024**, and paid placement offers will be made on a rolling basis.*
- Students who are hired for the fall program may begin their placements on September 4, 2024, or after.
- 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 the OAG prior to submitting their applications by visiting the [Divisions and Bureaus](#) and [Press Releases](#) sections of the OAG's 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 fall placements must be submitted online. To apply, please click on the following link: [CRI NYC PUGS FALL 2024](#)
- Please apply to **no more than three (3)** bureaus/regional offices.
- 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.
- The application deadline is **September 13, 2024**, but please be advised this placement will be filled on a rolling basis.*
- **The following four (4) documents must be submitted with your application:**
 1. **Cover Letter**
 - You may choose to address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in a student placement with the OAG and what makes you a strong candidate.
 - Please indicate your format preference: hybrid or remote.
 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**
 - Select a sample from an assignment you prepared for school 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 a fall 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.