



## Division of Social Justice

### Environmental Protection Bureau - Albany

#### Student Assistant for Science/Policy

Reference No. EPB/SCI\_ALB\_PUGS\_FALL\_2024

### Application Deadline is September 13, 2024\*

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

The Office of the New York State Attorney General's (OAG) [Environmental Protection Bureau](#) (EPB) in Albany is seeking applications from graduate and undergraduate students for a paid science/policy placement during the 2024 Fall Program. The EPB is responsible for enforcing state and federal environmental laws and has the power to file lawsuits on behalf of the State of New York to protect public health and the environment. The Bureau enforces environmental standards and defends State agencies when their regulatory efforts are challenged in court. In addition, the Bureau's attorneys and technical staff investigate and respond to citizen complaints, file lawsuits for public nuisance conditions, prosecute environmental crimes, enforce solid waste laws, and prepare reports and brochures on environmental issues.

Students will assist the scientific and policy staff in exploring difficult and groundbreaking environmental and legal issues. Responsibilities include researching scientific issues using the internet; briefing staff on technical issues and keeping them updated on the most recent developments; drafting reports and fact sheets; procuring technical information and undertaking scientific and data analyses; preparing presentations using Microsoft Excel and PowerPoint; and assisting staff in preparing for negotiations with violators of environmental laws.

In addition, students may gain experience working with federal, state, and local government agency staff, non-profit environmental organizations, and experts. In the past, students have worked on issues including climate change, hazardous and solid waste management, toxic air emissions, public health, sustainability and energy-related matters, drinking water quality, and wetland management. Students work closely with the staff scientists, policy analysts, and other professional staff who will provide them with mentoring, guidance, and advice, thereby facilitating learning and performance. The key qualities we look for include a strong background in science, intellectual curiosity, initiative, effective writing and communication skills, and an interest in the quality of our environment.

## Fall Program Details

- **The format of this placement is either hybrid or remote.**
  - 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.
  - A remote placement means students will telecommute for the duration of their placements. Students in this format must 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 the OAG's offices in Albany, New York City, or at one of the [13 regional office locations](#).*
- **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 student hired for this placement will be hired as a student assistant and work part-time for the fall semester (15 hours/week for 12 weeks for a total of 180 paid hours). Graduate students are paid the hourly rate of \$17.55 and undergraduate students are paid the hourly rate of \$15.91.
- 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: [EPB/SCI ALB 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 paid placements will be filled on a rolling basis.\*
- **The following five (5) 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.
  - 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.
    - 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.**
- 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](mailto:recruitment@ag.ny.gov).