Division of Administration
Legal Education & Professional Development – Albany
Student Assistant for Training
Reference No. LEPD_ALB_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) Legal Education & Professional Development Bureau (LEPD) is seeking a talented and qualified undergraduate student to assist with all logistics involved with developing, administering, and deploying a robust training and professional development curriculum and schedule.

LEPD is responsible for providing professional development opportunities and skills training to all OAG employees, including continuing legal education (CLE) programs for OAG and other New York State government attorneys. The selected student will assist the training teams located in Albany and New York City with all aspects of administering and executing the training and professional development curriculum and schedule.

Assignments will include but not be limited to the following:
- Assist with research for course and program development;
- Create and edit updates to the Legal Education and Professional Development (LEPD) intranet page;
- Design and update training documentation, presentations, and catalogues;
- Proofread and edit communications and presentations;
- Contribute to the development of a style and communication guide and brand development for the bureau; and
- Other duties as assigned.

We are seeking applicants with the following qualifications:
- Proficiency in MS Office (particularly Word, Teams, PowerPoint, Excel, and Outlook);
- Excellent writing and analytical skills;
- Skill in document layout, graphic design, and organization;
- Comfort in working remotely and using various virtual communication platforms;
- Detail-oriented and highly organized; and
- Demonstrates a high degree of customer service acumen and professionalism, as well as the ability to work well with employees from all staffing levels.

Fall Program Details
- **The format of this placement is remote.** 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 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 $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:
  ### [LEPD_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 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.
    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**
        − 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 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.