



Division of Administration

Business Operations Intern – New York City

Reference No. DOA_NYC_VUGS_2016-17

The Director of Strategic Initiatives for the Office of the New York State Attorney General (OAG) is seeking a talented and qualified graduate or undergraduate (junior or higher) intern to assist with various change management and business analysis projects.

The Division of Administration is responsible for all aspects of the OAG's human capital strategy, financial administration, information technology and facilities. The Director of Strategic Initiatives is responsible for helping to implement transformational change through projects that, among other things: promote cross-divisional coordination; improve customer service to the public and OAG employees; attain cost-savings; facilitate digitization; and empower employees. The internship will provide the unique opportunity to learn about and actively participate in the management and business operations of a large law firm that is also a government agency.

The selected student will primarily perform research and analytical tasks, including the gathering and synthesis of large amounts of information/data, and compiling those findings into clear and concise reports and presentations. Duties may also include support of daily operations, as needed.

We seek applicants with the following qualifications:

- Excellent research and writing skills;
- Creative thinker;
- Self-directed and resourceful with the ability to manage multiple priorities and deadlines;
- Demonstrates a high degree of professionalism as well as the ability to work well with employees from all staffing levels;
- Previous project management or business analysis experience is a plus;
- Proficiency in Word, Excel and PowerPoint; and
- Willingness to assist with other duties, as assigned.

This position is unpaid. Students may either volunteer or earn course credit, as approved by their school. Applicants must be full-time students and be able to work **a minimum of fifteen (15) hours/week**. Given the scope of the projects/initiatives that will be assigned, the student must be able to commit to an internship/externship of at least a semester in length.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications are being received online. To apply, please click on this link: [DOA NYC VUGS 2016-17](#); applicants will be taken to the online application page for this position.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** (*You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment*);
- **Resume**;
- **Writing Sample**;

- List of three (3) references with contact information and email addresses; and
- Most recent transcript (*unofficial is acceptable*)

Please note: Failure to submit a complete application will delay the consideration of your application.

If you have questions about a position with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov.

For more information about the OAG, please visit our website: www.ag.ny.gov.