



Executive Division

Executive Operations Department

Scheduling & Events Intern – New York City

Reference No. EXEC_NYC_VUGS_FA/SP_2016-17

The Executive Operations Department of the Office of the New York State Attorney General (OAG) is seeking a talented and qualified graduate or undergraduate (**rising junior or higher**) intern to support the staff team that is responsible for managing and implementing the Attorney General's day-to-day schedule. *This position is unpaid.*

Assignments will include but not be limited to:

- Processing invitations for the Attorney General, by working directly with the Scheduling Outreach Coordinator;
- Vetting individuals and entities using Lexis software and compiling the findings into reports for review;
- Assisting with set up for various internal and external events attended by the Attorney General;
- Performing research on an ad hoc basis for inclusion in briefings and memos;
- Managing contacts for the Attorney General, including processing business cards; and
- Supporting the department by helping with projects as needed.

We are seeking applicants with the following qualifications:

- Excellent writing and analytical skills;
- Detail-oriented and highly organized;
- Demonstrates a high degree of professionalism, as well as the ability to work well with employees from all staffing levels;
- Proficiency in MS Office and Google Docs; and
- A commitment to public service and a desire to learn about the mission and work of the OAG.

Students may either volunteer or earn course credit, as approved by their school. Applicants must be able to work **a minimum of fifteen (15) hours/week up to full-time for 37.5 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. Applications are being accepted on a rolling basis throughout the year for the fall, spring and summer terms. Applicants are asked to indicate their availability in their cover letter.

*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: [EXEC NYC VUGS FA/SP 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](#);
- **List of three (3) [references](#) with contact information and email addresses;**

- **Writing Sample** (Any piece of writing that demonstrates your ability to communicate and analyze information in a clear and concise manner, as well as your grammatical skills.); 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.