



**Information Technology – Software Support Unit
Undergraduate/Graduate Intern – Troy
Reference No. IT_TROY_VUGS/SSUP**

The Information Technology Bureau of the Office of the New York State Attorney General (OAG) is seeking a full time undergraduate or graduate student to provide software support to staff. The candidate will be assigned as a member of the 2nd level software support team. This team will complete a project to analyze and reduce the number of user created Access databases in the agency. This position is located in Troy.

Applicants must be full time undergraduate or graduate students and be able to work a minimum of 10-15 hours per week. Information Technology majors are preferred. Advanced Microsoft Access and Excel skills are also preferred.

Specific Tasks include but are not limited to:

- Compiling a list of all Microsoft Access databases in the agency;
- Creating a sortable Microsoft Excel spreadsheet to view these databases by business unit;
- Working with business units to determine which databases are no longer in use; and
- Analyzing Access databases that are in use and determine if there is a better method or service available within the Information Technology bureau to track the data required.

*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 by October 31st, 2016. To apply, please click on this link: [**IT TROY VUGS/SSUP**](#); 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; 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**](mailto:recruitment@ag.ny.gov).

For more information about the OAG, please visit our website: [**www.ag.ny.gov**](http://www.ag.ny.gov).