

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Division of Economic Justice – Real Estate Finance Bureau – New York City

Undergraduate/ Graduate Architecture Intern

Reference No. REF_NYC_VUGS/ARCHT

The Real Estate Finance Bureau of the Office of the New York State Attorney General (OAG) has architectural internship or externship opportunities for course credit open to undergraduate and graduate students. During the academic year, this position requires a commitment to work part-time for a minimum of 15 hours per week during the fall or spring semester. During the summer, full-time (37.5 hours per week) is preferred. This position is located in New York City.

REF is charged with the enforcement of Article 23-A of the New York General Business Law (the “Martin Act”) as it relates to real estate securities, including syndications and cooperative interests in realty such as cooperatives, condominiums, homeowner associations, timeshares, and senior communities. Part of REF’s role involves reviewing descriptions of property, specifications, and drawings for new construction projects. Interns will work closely under the direct supervision of a New York Registered Architect and will be trained in how to carry out the review of these documents to ensure they comply with the disclosure requirements of the Martin Act and governing regulations.

Interns selected will support the efforts of the bureau:

- Review and become familiar with applicable statutes, regulations, and local building code related to residential developments in New York City;
- Review floor plans and specifications and descriptions of property and condition reports to ensure compliance with applicable statutes, regulations, and zoning and local building codes, including Department of Law regulations governing Martin Act disclosure requirements;
- Prepare and issue deficiency letters to attorneys for property developers concerning regulatory and building code compliance;
- Conduct site visits to properties to observe physical conditions for compliance purposes.

The position qualifies for NCARB credit for experience requirements in the following categories: Site and Building Analysis, Planning and Zoning Regulations, Codes and Regulations, Engineering Systems, Leadership and Services.

Candidates must have at least two years of college attendance in an accredited U.S. institution in the field of architecture, engineering, landscaping, project management or related construction or engineering field. Candidates must also have excellent communication skills, including excellent writing skills and should be proficient in MS Word and Excel.

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

Applications are being received online. To apply, please click on this link: [REF NYC VUGS/ARCHT](#); applicants will be taken to the online application page for this position. Applicants must be prepared to submit a complete application packet consisting of a cover letter (include Reference No. REF_NYC_VUGS/ARCHT), resume, most recent school transcript (*unofficial is acceptable*), writing sample, and a list of three references with contact information. You **must** indicate in your cover letter whether you are applying for the Fall, Spring, or Summer semester. ***Please note: Failure to submit a complete application will delay the consideration of your application.***

For questions about an internship or externship 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 or phone at 212-416-8080.

* Please note that positions are filled on a rolling basis.