

Request for Law Intern

Program Area: Office of Counsel

Program Office & Location: Office of Counsel, Albany

Manager/ Chief: Kathy A. Ahearn, Counsel and Deputy Commissioner
for Legal Affairs

1. Office/Bureau Description

The Office of Counsel provides general legal advice and counsel to the New York State Board of Regents, the Commissioner of Education, and the staff of the State Education Department. The Office also prepares legislative proposals for the Board of Regents; represents the Regents, the Commissioner and the Department in litigation; prepares decisions for the Commissioner in appeals brought pursuant to Education Law §310; prepares amendments to the Rules of the Regents and the Regulations of the Commissioner; and prepares and approves all Department contractual agreements.

2. Intern's Supervisor

Joan Gavrilik - Assistant Counsel

3. The Assignment (Description of Job Duties)

The intern will work independently, under the supervision of attorneys, to conduct research and update the legal citations used in the decisions issued by the Commissioner in appeals brought pursuant to Education Law §310. The intern may also have the opportunity to draft §310 decisions and other decisions for the Commissioner of Education, including decisions involving requests for records under the Freedom of Information Law.

4. Intern Development Plan

The intern will learn about appeals under Education Law §310 and will have the opportunity to research public school/student/personnel issues (e.g. student discipline, school elections, student residency and teacher seniority). The intern will also have the opportunity to draft language to be used in decisions issued by the Commissioner of Education.

5. Justification for the Need for an Intern Candidate

The Commissioner issues approximately 200 appeal decisions a year pursuant to Education Law §310. It is critical that the legal research used in these decisions be up to date and accurate.

Minimum Education/Experience Required: At a minimum, candidates must have completed the first year of law school.