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Commissioner and Chair

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SUMMER INTERNSHIP PROGRAM 2014
BIC-011 – Human Resources

Agency Description:

The mission of BIC is to eliminate organized crime and other forms of corruption and criminality from the industries that it regulates. BIC's goals are numerous: to ensure that the regulated businesses are able to compete fairly; marketplaces remain free from violence, fraud, rackets, and threats; make sure that customers receive fair treatment; and that businesses, which are allowed to operate in these industries, always conduct their affairs with honesty and integrity.

Unit Description:

The Human Resources Unit ("HR Unit") is responsible for maintaining the agency's personnel, timekeeping and payroll as well as reassuring that all areas are consistent with City rules and regulations. The Human Resources Unit also addresses any disciplinary and workers' compensation issues that may arise.

Position Title:

Human Resources Intern

Internship Responsibilities:

The overall duties of the Human Resources intern will be to provide support to the HR Unit which will include, but not be limited to conducting research, updating and drafting BIC's standard operating procedures (SOP), assisting in the development of the human resources internal database, and assisting the Director of Human Resources in updating the agency's intranet.

Qualifications/Special Skills:

- Excellent analytical skills.
- Excellent written, oral, and interpersonal skills.
- High proficiency with Microsoft Office, particularly Word and Excel
- Must be responsible, flexible, and hardworking

To participate in BIC's summer internship opportunities, students must currently enrolled in college or graduate school.

Work Schedule:

20-25 hrs a week

To Apply:

Submit resume and cover letter indicating BIC-010- Human Resources Intern to:
hresources@bic.nyc.gov.

The City of New York is an Equal Opportunity Employer