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SUMMER INTERNSHIP PROGRAM 2014 BIC-004 – Background Intelligence Unit

Agency Description:

The mission of the City of New York Business Integrity Commission (“BIC”) is to eliminate organized crime and other forms of corruption and criminality from the industries 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 Background Intelligence Unit (“BIU”) conducts background checks (vetting) for persons, principles, and corporations that apply to be licensed and registered with the BIC.

Position Title:

BIU Intern

Internship Responsibilities:

The BIU intern will assist and facilitate the expeditious processing of applications by filing all associated paperwork, conducting background checks such as researching allowable BIC bases and appropriate search engines, document necessary information into case files as needed, and liaison with other BIC units for the purpose of assisting with case investigations.

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, graduate students must be currently enrolled or accepted into graduate program and undergraduate students must be enrolled in college or university.

Work Schedule:

20-25 hrs a week

Salary Range:

All internships are unpaid

To Apply:

Submit resume and cover letter indicating BIC-004- BIU Intern to:
hresources@bic.nyc.gov.

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