



**SUMMER INTERNSHIP PROGRAM 2013**  
**BIC-004 – Background Intelligence Unit**

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**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 liaise with other BIC units for the purpose of assisting with case investigations. The intern will work closely with the Legal Attorneys and Legal Staff, as well as Investigators. The intern will also be asked to provide invaluable research and support to various ongoing long-term 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](mailto:hresources@bic.nyc.gov)

**The City of New York City and the Business Integrity Commission  
is an Equal Opportunity Employer.**