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SUMMER INTERNSHIP PROGRAM 2013 BIC-003 – Summer Policy and Operations Intern

Agency Description:

The New York City Business Integrity Commission (“BIC”) seeks a college or graduate-level intern for Summer 2013. BIC is both a law enforcement and regulatory agency whose primary mission is to regulate the private commercial carting industry, the public wholesale markets, and the shipboard gambling industry. Under BIC’s jurisdiction are over 2,000 private carters operating in the City of New York and 266 businesses operating in the City’s designated public wholesale markets. One of BIC’s statutory mandates is to ensure that these industries and the business remain free from the influences of organized crime and corruption.

Position Title:

Summer Policy and Operations Intern

Internship Responsibilities:

The BIC Summer Intern will work closely with policy and operations staff on the achievement of critical agency policy priorities, and will be afforded an opportunity to lead individual, time-bound projects.

These projects include, but are not limited to:

- Regulatory & Policy Review – The applicant will assist on various discrete, special projects and analysis related to BIC’s oversight of the commercial waste and wholesale market sectors.
- Customer Service Strategy – The applicant will assist in developing a blueprint for improving outreach and information provided to commercial businesses.

The intern will have the chance to meet and work with other City officials, attend relevant taskforce meetings and industry events, and participate in events and brown bags for City interns.

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 a 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-003- Summer Policy and Operations Intern to: hresources@bic.nyc.gov.

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