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**SUMMER INTERNSHIP PROGRAM 2014**  
**BIC-009 – Management Information Services Unit**

**Agency Description:**

The mission of 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 BIC's Management Information Services ("MIS") Unit's mission is to support the technological needs of the agency's workforce. MIS provides help desk support, network connectivity, database programming, handheld device support and various other services to BIC's employees. MIS is a driving force in the modernization and efficiency increases gained from the implementation of information technology systems.

**Position Title:**

MIS Intern

**Internship Responsibilities:**

The purpose of the internship is to provide meaningful professional hands-on experience to students with proven academic performance and leadership potential.

Responsibilities will focus on the following areas:

- Documentation
- Validation
- Workstation installation and support
- Help desk support
- Application development
- Network support

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-009- MIS Intern to:  
[hresources@bic.nyc.gov](mailto:hresources@bic.nyc.gov).

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