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**SUMMER INTERNSHIP PROGRAM 2014**  
**BIC-001 – Licensing Unit**

**Agency Description:**

The mission of The 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; that marketplaces remain free from violence, fraud, rackets, and threats; make sure that customers receive fair treatment; and ensure that businesses that are authorized to operate in the regulated industries always conduct their affairs with honesty and integrity.

**Unit Description:**

The Licensing Unit is the administrative unit that is responsible for processing all license and registration applications to operate in the Trade Waste industry and the Public Wholesale Markets.

**Position Title:**

Licensing Intern

**Internship Responsibilities:**

The licensing intern will provide support to a staff of four Licensing Specialists. Duties will include: filing; scanning into BIC’s new internal database system; processing of photographs into the internal database system; preparing mass mailings; scheduling appointments for principals and employees; communicating with licensees and registrants; providing general information about the agency to incoming callers.

**Qualifications/Special Skills:**

- Excellent organizational skills.
- Excellent interpersonal skills.
- Self motivated.
- Ability to multi-task.
- Must be responsible, flexible, and hardworking.

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

**Work Schedule:**

20-25 hrs a week

**To Apply:**

Submit resume and cover letter indicating BIC-001- Licensing Intern to:  
[hresources@bic.nyc.gov](mailto:hresources@bic.nyc.gov).

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