

Job Title	Intern (Vendor Integrity)
PVN ID	VC-2209-005083
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Vendor Integrity and Investigations
Status	Part Time
Hourly Rate	\$15.00-\$15.00
Hour(s) a Week	15.00
Closing Date	Jul 19, 2023 (Or Until Filled)

General Description

GENERAL DESCRIPTION

CUNY'S Office of Facilities Planning, Construction and Management's Vendor Integrity and Investigations (VII) unit was established to conduct integrity reviews of contractors seeking contracts with CUNY.

The VII unit is seeking interns to work closely with experienced investigators in conducting sensitive reviews and studies concerning the integrity and responsibility, or questionable, unethical, or improper activities of vendors, or their employees, and the development and implementation of plans and programs for the control and prevention of such acts, misconduct or other questionable, unethical, or improper practices.

The intern is a year-round position, 15 hours per week, with flexible scheduling. Students enrolled in CUNY colleges are encouraged to apply.

Review of resumes to begin September 21, 2022.

Other Duties

DUTIES AND RESPONSIBILITIES

With supervision, Interns will perform the following functions:

- Conduct sensitive and confidential investigations and analyses concerning the integrity and responsibility of vendors, or their employees, seeking contracts with CUNY's Office of Facilities Planning, Construction and Management.
- Under direct supervision of a senior level integrity investigator or manager, examine questionable,

unethical, or improper activities of vendors or their employees, and the development and implementation of corrective actions to be taken by vendors to ensure the prevention of misconduct or other questionable, unethical, or improper practices.

- Thoroughly review vendors' written submissions to identify areas that may require further exploration.
- Conduct field visits related to reviews to verify vendors' written submissions.
- Conduct interviews.
- Examine and analyze financial records.
- Prepare reports related to reviews, field visits, interviews, and records examinations.
- Make recommendations for appropriate action to be taken following reviews.
- Work closely with other government agencies to ensure full and complete review of matters undertaken.
- Other duties as may be assigned.

Qualifications

QUALIFICATIONS

- Currently pursuing an associate degree, or higher from an accredited college.
- Strong writing skills.
- Enrollment in a CUNY college a plus.