
Job Title	Integrity Investigator (INTERN)
PVN ID	VC-1712-002230
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Vendor Integrity and Investigations (VII)
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Dec 20, 2017 (Or Until Filled)

General Description

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An efficient, fair and transparent construction contracting system is vital to the operations of CUNY. A proper review of the responsibility and integrity of vendors seeking to work on CUNY construction projects is essential to help insure that such projects are completed safely, on time, and on budget. The Department of Vendor Integrity & Investigations (VII) serves as CUNY's Office of Facilities Planning, Construction and Management's compliance and oversight department for construction projects, and conducts a thorough review of vendor integrity.

There are three overarching goals guiding VII's efforts.

- First, VII aims to get the best value for CUNY's dollars: high quality construction projects, with timely delivery, at fair and reasonable prices.
- Second, and of equal importance, VII seeks responsible business partners for CUNY, i.e., vendors whose records of integrity, financial capacity and successful performance justify their receipt of tax dollars.
- Third, VII must ensure that our contracting process delivers fair treatment to all vendors.

Salary commensurate with qualifications.

Hours: 30 hours each bi-weekly pay period (2 weeks). Scheduled based upon the business needs of the unit.

Closing date for applications is December 20, 2017.

Other Duties

Investigative Duties

The VII is seeking investigative interns working in the position of Integrity Investigator (Intern). These are positions which require the candidates to work closely with experienced investigators in conducting sensitive reviews and studies concerning the integrity and responsibility, or other 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.

These positions will require the candidates to perform the following functions:

- Conduct sensitive and confidential investigations and analyses concerning the integrity and responsibility of vendors, or their employees seeking to do business with CUNY, primarily within CUNY's construction projects.
- Under direct supervision of an upper level integrity investigator or VII managers, examine 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 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.
- Testify at hearings and other proceedings regarding results of reviews, field visits, interviews and records examinations.
- Work closely with other government agencies outside of CUNY to ensure full and complete review of matters undertaken by VII.

Qualifications

Qualification Requirements

1. Currently pursuing an Associate's degree (or higher) from an accredited college.
2. Strong writing skills.
3. Availability to commit to a required pay period not to exceed 30 hours.