



Case Management Unit Internship – Albany **Non-Paid/Credit**

The Offices of the New York State Inspector General (“OIG”) investigates allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in New York State agencies within its jurisdiction. OIG’s Case Management Unit (“CMU”) receives, processes, tracks, and closes all complaints made to the Offices of the Inspector General. CMU is the central unit through which all case related information flows through this office.

The Case Management Unit internship offers college or graduate-level students a substantive and complete introduction to New York State executive-branch agencies, authorities, and commissions, while gaining real-world experience understanding the types of fraud matters the Inspector General investigates.

CMU Interns will work under the direction of Case Management Chief and be responsible for the following duties:

- Review and process written complaints and determine jurisdiction
- Using a case management system, forward complaints and track through its conclusion, along with all correspondence necessary for investigative staff, as well as maintain filing
- Analyze and manage data, including data input; create databases and other research tools for tracking
- Assist Executive, Investigative, Legal and Audit staff with tasks as needed.

Interns must be highly detail oriented with exceptional proficiency in word processing, spreadsheet, database, and presentation software.

For semester internships, candidates are asked to commit a minimum of 15 hours per week for at least a semester (10-12 weeks) or the minimum stipulated by a school program. The internship is unpaid and students are encouraged to seek academic credit as applicable. Interested students should email their cover letter, resume and writing sample to Internships@IG.NY.gov with “Case Management Unit Intern” in the subject line.

Candidates from diverse backgrounds are encouraged to apply. OIG is an equal opportunity employer and is committed to workplace diversity.