



## POSITION DESCRIPTION

<b>Position:</b>	<b>Internet Investigator (Temp)</b>
<b>Department:</b>	<b>Internet</b>
<b>Location:</b>	<b>Washington, DC</b>
<b>Reports to:</b>	<b>Senior Director, Global Internet &amp; Data Analytics</b>

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### Summary:

BSA | The Software Alliance is the leading advocate for the global software industry before governments and in the international marketplace. Its members are among the world's most innovative companies, creating software solutions that spark the economy and improve modern life. With headquarters in Washington, DC and operations in more than 60 countries around the world, BSA pioneers compliance programs that promote legal software use and advocates for public policies that foster technology innovation and drive growth in the digital economy.

The Internet Investigator (Temp) will assist the Global Internet Enforcement Department in the removal of online infringing sales of member software, and the investigation of unauthorized electronic distribution of software and other forms of intellectual property rights infringement. The Internet Investigator (Temp) will gain knowledge of the techniques used for distributing, making available and obtaining copyright protected digital files on the Internet, as well as proficiency with using web-based systems and other technologies (e-mail, Peer-to-Peer, web portals, web bots, payment processing mechanisms, etc.) to respond to and/or investigate copyright infringing activity that occurs online. More than half of this individual's time will be spent in the monitoring (and taking down, when appropriate) of websites and marketplace listings where infringing copies of BSA member software is offered for sale, and the remaining time will be spent supporting the Global Internet Enforcement Department team on various assignments in relation to their investigations and projects.

Candidates must be able to work fifteen to eighteen (15-18) hours per week and will require a coordinated schedule with some flexibility.

### Professional Experience and Qualifications:

- Graduates or students currently enrolled in an undergraduate or graduate program in computer science, computer programming, cyber security, criminal justice, or online marketing/advertising preferred.
- Experience in online currencies, e-commerce, web design, or website administration a plus.
- Knowledge of Microsoft Office required.
- Interest in staying abreast of new developments, emerging trends and technological changes related to internet investigation desirable.

- Familiarity with online content distribution methods, including online file hosting and peer-to-peer file sharing helpful.
- Proven experience making judgement calls with limited information.
- Demonstrates strong analytical skills and attention to detail.
- Experience multitasking and managing a daily workload with daily deadlines.
- Ability to remain motivated and focused while engaging in repetitive work.
- Ability to learn, understand, apply and articulate policies and procedures.
- Experience organizing and managing an active workload.
- Ability to proficiently search the Internet and design complex search criteria to identify information about websites and individuals.
- Experience working in a team environment.
- Familiarity with Portuguese or Mandarin a plus.
- Must be able to work 15-18 hours per week.

**Key Responsibilities:**

- Learn to use BSA's web-based interfaces to assist with daily monitoring of online auctions/marketplaces and standalone websites where infringing copies of BSA member software are offered for sale, as well as assist with performing takedowns (and related actions) pertaining to this infringing software.
- Monitor infringement patterns and trends on online auctions/marketplaces and propose recommendations to better respond to changing infringement patterns.
- Proactively seek out and identify frequent sellers of infringing products for escalated action, and work with management to implement escalated action.
- Assist with BSA's identification and investigation of individuals engaged in the illegal distribution of software using online auctions/marketplaces and standalone websites.
- Provide general support for BSA's Global Internet Enforcement Department (e.g., preparation of reports on enforcement activities, tracking and assisting with investigative related actions, as needed, etc.).
- Assist with special projects, as requested.

**How to Apply:**

To apply for this position, please submit your resume and cover letter to [careers-americas@bsa.org](mailto:careers-americas@bsa.org). Include the position title and location in your Subject Line.

BSA is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at BSA | The Software Alliance!

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