



PSI 2024 Intern Program

JOB TITLE

Quality Compliance & BD Contracts Analyst Intern

DEPARTMENT/PROJECT

Quality & Business Development

DESIRED FIELD OF STUDY

JOB LOCATION

Virtual

EMPLOYMENT TYPE

Part Time

JOB DESCRIPTION

The Quality and Business Development teams at PSI are seeking an intern to support the collection and analysis of ISO, CMMI, NIST SP 800-171/CMMC, EAR/ITAR requirements within PSI contracts. This pivotal role will involve ensuring traceability of these compliance standards across our contracts, providing valuable insights into quality management and regulatory compliance that directly impact the growth and sustainability of our contract work.

Key objectives for this role include:

1. Identifying current and active PSI contracts.
2. Reviewing PSI contracts to identify those that align with ISO, CMMI, CMMC, NIST, and ITAR requirements for contract award.
3. Flagging and identifying contracts that adhere to compliance requirements to establish enterprise-wide awareness.
4. Quantifying the total number of active PSI contracts that meet at least ISO and CMMI standards.
5. Working towards the ideal end goal of quantifying the total number of active PSI contracts that adhere to ISO, CMMI, CMMC, NIST, and ITAR requirements.

This internship provides a unique opportunity for individuals to gain practical experience in quality management and compliance standards within a dynamic business environment. By actively contributing to the identification and assessment of contract compliance, interns will play a crucial role in ensuring the integrity and success of our contract work.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

Quality and Compliance industry standards; Microsoft SharePoint, Microsoft Teams, Microsoft 365, Communication skills

MINIMUM REQUIREMENTS

- Enrolled in a college undergraduate program. Majors such as Business Administration, Finance, Information Technology, Computer Science, Marketing and Communications are preferred.
- Strong academic record, excellent communication skills, and proficiency in Microsoft Office suite.
- Prior experience or coursework in government contracting is a plus, but not required.

COMPANY BENEFITS

PSI offers full-time, benefits eligible employees a competitive total compensation package that includes paid leave, and options for employer sponsored group medical, dental, vision, short-term and long-term disability, life insurance, AD&D coverage, legal services, identity theft, and accident insurance. Flexible spending account and health saving account options offer pre-tax savings for qualified medical, dental, and vision expenses. The company sponsored 401(k) retirement plan has an employer contribution match that is immediately vested. We invest in the professional growth of our employees through professional courses, certifications, and tuition reimbursement programs.

EEO COMMITMENT

It is company policy to promote equal employment opportunities. All personnel decisions, including, but not limited to, recruiting, hiring, training, promotion, compensation, benefits, and termination, are made without regard to race, color, religion, age, sex, sexual orientation, pregnancy, gender identity, genetic information, national origin, citizenship status, veteran status, protected veteran status, disability, or any other characteristic protected by applicable federal, state, or local law.

Reasonable accommodations for applicants and employees with disabilities will be provided. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources by emailing HRDepartment@plan-sys.com, or by dialing 703-575-8400.