



# PSI 2024 Intern Program

## **JOB TITLE**

Technology Management Intern

## **DEPARTMENT/PROJECT**

PSI Technology Management

## **DESIRED FIELD OF STUDY**

Computer Science, AI, Data Information Systems

## **JOB LOCATION**

Virtual

## **EMPLOYMENT TYPE**

Full Time

## **JOB DESCRIPTION**

The PSI Technology Management team seeks an intern to contribute to the development and deployment of an AI-based intelligent agent aimed at enhancing data retrieval processes critical to departmental operations. The agent will facilitate queries for essential resource information, including contact details, standard operating procedures, technician guides, and other pertinent data integral to Technology Management (TM) functions.

Integral to this endeavor is the implementation of robust data governance practices. The intern will be tasked with ensuring the verification, standardization, and normalization of reference data, crucial for seamless integration with the AI agent. Collaborating closely with the team, the intern will play a pivotal role in establishing best practice data and documentation standards, serving as benchmarks for leveraging AI capabilities, notably within Microsoft Copilot.

Furthermore, the internship will entail exploration of data warehousing technologies such as Microsoft Fabric. This exploration aims to initiate the development of an organization-wide data collection framework and schema. This framework will consolidate disparate data systems and serve as a comprehensive reference point for AI capabilities.

This role represents a professional opportunity to directly influence the productivity and efficiency of the internal IT support team at PSI. Moreover, it lays the foundational groundwork for the future of the TM Team and the broader PSI data ecosystem.

## **JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:**

Microsoft 365, Microsoft SharePoint, Microsoft Power Platform, Microsoft Copilot, Data governance, Best practice document standards

## **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](mailto:HRDepartment@plan-sys.com), or by dialing 703-575-8400.