



PSI 2024 Intern Program

JOB TITLE

Legal Intern

DEPARTMENT/PROJECT

Legal

DESIRED FIELD OF STUDY

Law School

JOB LOCATION

Virtual

EMPLOYMENT TYPE

Full Time

JOB DESCRIPTION

The PSI Legal Department is seeking an intern to join our team and contribute to various aspects of legal operations within the organization. As an intern, you will have the opportunity to conduct legal research on a range of topics including government contracting, employment and labor law, AAA arbitration, and M&A. You will assist in handling GAO protests, SBA size protests, AAA arbitration cases, Contracts Claims and Disputes, as well as M&A due diligence processes.

Additionally, you will play a crucial role in reviewing and analyzing legal documents such as Non-Disclosure Agreements, Teaming Agreements, and Subcontracts. Your participation will extend to attending business and HR meetings, offering legal support, and gaining insight into the intersection of law and business operations. This internship provides a unique opportunity to gain valuable legal skills and experience in government contracts and related legal areas, offering a dynamic environment for professional growth and development.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

Legal research tools (Westlaw | Lexis Nexis), PSI lawline account for training and seminars, Free webinars with PSI outside law firms

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.