



PSI 2024 Intern Program

JOB TITLE

HR Intern

DEPARTMENT/PROJECT

Human Resources

DESIRED FIELD OF STUDY

HR Management, Business Administration

JOB LOCATION

Columbia, MD

EMPLOYMENT TYPE

Full Time

JOB DESCRIPTION

The PSI HR Department is currently seeking a dedicated and enthusiastic intern to join our team and provide invaluable support. The HR intern will undertake a variety of administrative tasks aimed at ensuring the smooth functioning of our HR department. Responsibilities include maintaining the accuracy of employee files, organizing and filing employee-related documents, providing payroll support, and fulfilling ad-hoc HR-related activities as required.

Additional tasks for the intern include updating the internal UKG database as needed, assisting in reviewing overall compliance with applicable local and state laws and regulations, and participating in the organization of company events and activities. Moreover, the intern will perform various administrative tasks to support our HR department's daily operations, including assisting with the preparation, deployment, and organization of internal company documents, policies, and acknowledgments.

Furthermore, the intern will play a key role in maintaining, organizing, and digitizing employee files and database records onsite at our corporate locations in Arlington, VA, and Columbia, MD. They will also assist with the review, scanning, and distribution of mail, employment verifications, and job fairs, as well as aid in the creation of candidate offer letters.

This internship presents an excellent opportunity for the intern to gain firsthand experience in HR operations and develop insights into our company's approach to payroll and employee development.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

Microsoft 365, HRIS (UKG), iCIMS, Writing skills, 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.