



PSI 2024 Intern Program

JOB TITLE

Technical Writer Intern

DEPARTMENT/PROJECT

ESS

DESIRED FIELD OF STUDY

Business, Project Management, Technical Writing

JOB LOCATION

Virtual

EMPLOYMENT TYPE

Part Time

JOB DESCRIPTION

The VA OIT Executive Support Services (ESS) team at PSI is seeking an intern to play a pivotal role in enhancing our project efficiency through the development of project Standard Operating Procedures (SOPs) and an overarching project handbook. In this role, you'll collaborate closely with team members to streamline our onboarding processes and ensure continuity of operations in the event of turnover. Your primary objective will be to optimize our onboarding procedures, ultimately reducing onboarding times and better serving our clients.

This internship provides a unique opportunity to gain practical experience in instructional design skills and overall technical writing skills. By actively contributing to the development of SOPs and project handbooks, you'll positively impact the VA OIT ESS procedural library and improve the new hire process. Your efforts will directly enhance operational efficiency and client satisfaction, making a tangible difference within our team and for our clients.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

Microsoft 365, Microsoft SharePoint, Instructional design, Technical writing

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.