



PSI 2024 Intern Program

JOB TITLE

Corporate Development Intern

DEPARTMENT/PROJECT

Legal

DESIRED FIELD OF STUDY

4-year BA or BS

JOB LOCATION

Virtual

EMPLOYMENT TYPE

Full Time

JOB DESCRIPTION

The PSI Legal Department is currently seeking a proactive and detail-oriented intern to support various initiatives aimed at enhancing business processes within our protégé companies. As an intern, you will play a key role in assisting the development of business processes in critical areas such as Talent Acquisition, Human Resources, Business Development, and Contracting specifically tailored to PSI's protégé companies.

Your responsibilities will include performing administrative tasks for multiple protégé companies, ensuring operational efficiency and adherence to established procedures. Additionally, you will be responsible for reviewing and providing real-time feedback on the corporate websites and social media content of protégé companies, contributing to their branding efforts and online presence.

In this role, you will conduct thorough research on the current IT job market, academic trends, and social justice issues with direct relevance to the workplace, providing valuable insights to inform decision-making processes within protégé companies. Furthermore, you will collaborate with PSI and other mature protégé companies to leverage existing processes and best practices, aiding in the seamless implementation of these strategies across all participating entities.

This internship offers a unique opportunity to gain practical experience within the legal realm while actively contributing to the growth and success of PSI's protégé companies. We are looking for a motivated individual who is eager to learn, adaptable, and passionate about making a positive impact in the legal and business landscape.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

Microsoft 365, SharePoint. Generative AI, Microsoft Copilot

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.