



PSI 2024 Intern Program

JOB TITLE

Health Sector Intern

DEPARTMENT/PROJECT

Health Sector

DESIRED FIELD OF STUDY

Business

JOB LOCATION

Arlington, VA

EMPLOYMENT TYPE

Full Time

JOB DESCRIPTION

The PSI Health Sector is seeking an intern to collaborate closely with the Director of Health Sector Operations, providing valuable support to ensure the smooth functioning of health sector activities. Additionally, they will assist the Director of Health Sector Business Operations, contributing to various initiatives aimed at optimizing operational efficiency and strategic decision-making within the health sector.

As a primary responsibility, the intern will undertake the crucial task of updating and refining health sector Standard Operating Procedures (SOPs). This entails meticulous review, revision, and standardization of procedural documentation to align with industry best practices and regulatory requirements. By enhancing the clarity, consistency, and efficacy of SOPs, the intern will play a pivotal role in fostering operational excellence and regulatory compliance within the health sector.

This role represents a professional opportunity for the intern to make a meaningful impact by contributing to the standardization and optimization of health sector procedures. Through collaboration with key stakeholders and leveraging their expertise, the intern will have the chance to shape the future of health sector operations.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

Microsoft 365, Microsoft SharePoint, Asana

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.