



PSI 2024 Intern Program

JOB TITLE

Recruiting Intern

DEPARTMENT/PROJECT

Talent Acquisition

DESIRED FIELD OF STUDY

HR, Marketing, Communications

JOB LOCATION

Virtual

EMPLOYMENT TYPE

Part Time

JOB DESCRIPTION

The PSI Talent Acquisition team is seeking an intern to provide valuable support across various facets of our recruitment process. This role involves assisting in sourcing candidates for open positions through online platforms, social media, job boards, and other resources. Additionally, the intern will play a key role in screening resumes and applications, ensuring that candidates meet basic qualifications before passing them along to recruiters or hiring managers for further consideration.

In addition to sourcing and screening tasks, the intern will have the opportunity to contribute to various recruiting projects and initiatives. This may include organizing recruiting events, conducting market research on talent trends, creating marketing materials, and optimizing recruitment processes. Furthermore, the intern will be involved in administering HR programs and processes, such as performance management, employee training and development, and benefits enrollment.

This internship provides a hands-on opportunity to learn about the HR and Talent Acquisition partnership, gain exposure to the full desk recruiting cycle, and support real-world challenges in talent acquisition. Interns will actively participate in daily recruiting activities, partnership meetings, and recruitment marketing efforts, both internally and externally. If you're eager to contribute to attracting top talent and driving organizational success, this internship offers a dynamic and rewarding experience in the world of talent acquisition.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

Microsoft 365, iCIMS, LinkedIn, Indeed, ZipRecruiter, ClearanceJobs, Monster, NATA

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.