

POSITION DESCRIPTION

Position Title: Contracts Summer Internship Program, Nashua NH

Purpose:

The Contracts Summer Internship Program at BAE Systems offers participants exciting and challenging work assignments as well as training and mentoring. Interns will gain real world work experience within the Contracts function in a fast pace highly competitive work environment. In addition, Interns will have face-to-face contact with senior/executive level leadership through leadership lunches, one-on-one meetings, and training events. At the end of the summer, Interns can chose to have an interview for the Financial Leadership Development Program (FLDP) and/or the Contracts Leadership Development Program (CLDP), which may result in a full-time position that would begin the following summer.

To Apply:

Applicants must post resumes to the BAE Systems' Career Website by November 1, 2017.

BAE SYSTEMS Career Website

<http://www.baesystems.jobs/search-jobs.php>

Advanced Search on Job Opening *ID # 30621BR (for NH)* and *30622BR (for Wayne, NJ)*

Responsibilities may include:

Participating in a six-week intern group project:

- Simulate realistic proposal process
- Simulate customer negotiation
- Final Presentation evaluated by senior management

Support Contract Administrators with relevant work to include:

- Proposal preparation, contract negotiations, fact finding, contract analysis and administration, and Government audit activities
- Assisting with the execution of contracts and the facets of working with contract customers, which may include the US Government, Commercial Customers, International Customers, and Prime US Government Contractors
- Conducting contract closeout by working with other program functions to ensure all steps in the closeout process are complete
- Reviewing contract modifications and administering contract change notices and special sales orders in Oracle
- Formulation of customer communications via email and/or formal letters
- Gain knowledge and familiarity with Government (FAR/DFAR) and commercial contract language
- Scheduling and reporting of deliveries
- Preparing and executing Non-Disclosure Agreements (NDAs), Associate Contractor Agreements (ACAs), Export Licensing Technical Assistance Agreements (TAAs), and Memorandums of Agreements (MOAs)
- Supporting weekly, monthly or quarterly reports; as required by the Business Area
- Compiling and maintaining contractual records and documents in accordance with contract requirements and company policies
- Completing applicable training
- Fulfilling special projects; as required

Position Prerequisites:

- College Junior with a Business Administration or Liberal Arts major (Graduating in Dec. 2018 thru May 2019)
- Good academic standing (GPA of 3.0 or higher)
- Long term interest in a career in Business with a concentration in Contracts
- Ability to work for at least ten (10) consecutive weeks during the summer
- Strong work ethic and interpersonal skills

Required Start Date (non-negotiable):

June 4th, 2018