

Applying Online

Accessing Current Positions

Go to www.systemhigh.com to get started.



571-323-6565

15059 Conference Center Dr., Suite 200, Chantilly, VA 20151

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Proactive Protection (P²)



Move the cursor over the blue Careers tab.



Proactive Protection (P²)

In the drop down menu, click on the first tab Current Opportunities.



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Current Opportunities

Benefits

Support Services



<http://www.systemhigh.com/careers/current-opportunities/>

This page lists all opportunities with System High Corporation.

****The government security clearance requirement cannot be waived for any position****

CURRENT OPPORTUNITIES

Thank you for your interest in System High Corporation. Listed below are the employment opportunities we have available. Please review each position and qualifications to ensure you meet the position requirements. **Please note: the government security clearance requirement cannot be waived for any position.*

Active TS/SCI clearance Employment Opportunities:

- [Access Control Administrator \(Part Time\)](#) - Colorado Springs, CO
- [Certification and Accreditation \(C&A\) Specialist](#) - Vandenberg, CA
- [Configuration Manager](#) - Denver, CO
- [Information Assurance Specialist, SAPCO](#) - Arlington, VA
- [Program Security Representative](#) - Arlington, VA
- [Technology Protection Engineer](#) - Arlington, VA; Aberdeen, MD; Huntsville, AL

Uncleared Employment Opportunities:

- [Internship-Office Manager/Executive Assistant](#) - Chantilly, VA

Upcoming Employment Opportunities:

Please note: candidate must have Active TS/SCI for consideration

- [Adjudications Support Officer](#) - DC Metro
- [Compound Access Control Officer](#) - Various Locations
- [Customer Relations Specialist](#) - DC Metro
- [Force Protection Physical Security Officer](#) - DC Metro
- [Information Assurance Engineer](#) - Various Locations
- [Mail Screener](#) - Various Locations
- [Operation Security Administrator](#) - Various Locations
- [Physical Security Specialist](#) - Various Locations



SYSTEM HIGH NEWS

Open House

****UPDATE**** Due to the current weather forecast we have decided to postpone our Open House Recruiting Event. Please see details below. We are hosting an Open House Recruiting Event on March 6, ... [Read More...](#)

CONNECT WITH US



Completing an Application

From this page, select the position you wish to apply for.

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The new page will show the job description and responsibilities of the position.



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Internship-Office Manager/Executive Assistant - Chantilly, VA-

Position Overview:

Organizes and coordinates office operations, procedures, and resources to facilitate organizational effectiveness and efficiency; Provide support to the CEO, System High Corporation by effectively managing his/her schedule and performing a wide variety of responsible, complex, and confidential administrative, analytical, and research duties.

This will be a six month base unpaid internship. The goal is to ultimately hire a respectable applicant into a Full-Time exempt-salaried position.

Duties and Responsibilities:

Office Management:

- Establish office standards and procedures
- Organize office operations and procedures
- Control correspondences with customers and vendors (shipping/receiving, distribution of incoming mail, receiving customer requests/concerns, etc.)
- Create and approve supply requisition
- Create purchase requisitions as needed
- Ensure pantry is stocked (water, snacks, etc.)
- Researching pricing/quotes for services and equipment as required
- Manage and update corporate and organizational memberships (i.e. corporate discounts)
- Monitor clerical and administrative functions (visitor control, answering phones, message taking, mailing and distribution, managing the aesthetics of the office, maintaining office machines, etc.)
- Designs efficient filing systems and assists HR Manager/Generalist, Accounting, and Contracts Officer with filing needs (creating new files, maintaining updated files, and destroying unnecessary files) as requested.
- Ensure conference room calendar, prioritize conference room schedule, and ensure the conference room is kept clean and orderly
- Order business cards for employees as needed

After reading through the job description, go to the bottom of the page. There you will see a button that says Apply Now. If you wish to apply, click the button to continue with the application process.

Organize and maintain and ensure executive office space is presentable

- Perform other duties as required by executive

Business Development/Proposal Support:

- Actively participate on proposal teams
- Ensure proposal material (e.g. binders, boxes, paper, CDR/DVR, printer toner, labels etc.) are on-hand
- Manage version control and configuration of electronic proposal files
- Attend Proposal meetings to learn and ensure compliance with the needs of the proposal
- Provide guidance and assistance to SHC HR Manager/Generalist and SHC Recruiter with formatting resumes into templates required by the proposal team
- Provide proposal support as needed

Employee Relations:

- Coordinates all corporate events (Golf Tournaments, Holiday Parties, Picnics, Pot-Lucks, Charitable Events, etc.)
- Manages corporate discounts and makes recommendations to implement creative employee programs that enhance employment with SHC
- Provides support to SHC employees as needed

Security Clearance Requirement:

Must obtain, or be able to obtain, a TS/SCI clearance if a job offer is extended.

Other Desired Experience:

- Available to work before/after typical office hours as work may demand.
- Proven advanced oral and written communication skills.
- Independent self starter.
- Excellent organization skills with the ability to handle multiple projects. Ability to "think out of the box".
- Must possess excellent interpersonal relationship skills
- Handles ambiguity well and performs as a team-player
- Demonstrates a high level of professional confidentiality and mature and independent judgment

Educational and Position Requirements:

Education & Experience: Bachelor's or Associates degree is in progress in related discipline is desirable: Security specialization (Criminal Justice, Cyber Security, Homeland Security, etc.) is preferred.



To apply, you must create a profile. If you have never applied before, please take a moment to create a profile. If you already have one, please log in as a Returning Applicant.



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| [Log In/Create A Profile](#)

Log In

Is this your first visit?

It takes just a few minutes...

Create a profile to check the status of your applications and update your information--giving us the most up to date picture of your skills and qualifications.

[Create Profile](#)

Returning Applicants

([Forgot your User ID?](#)) ([Forgot your Password?](#))

[Log In](#)

[Privacy](#) | [Legal](#)

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You will be redirected to a secure page. Please follow the instructions on the screen to proceed.

Register for Applicant Services


Step 1 of 4: Enter Your Contact Information

Enter your contact information to receive communication about your application and your account status. The email address you enter will also be used for account verification.

Enter reCAPTCHA.

Enter the words you see in the box separated by a space.

How does a reCAPTCHA™ protect me?



[See new words](#)
[Hear the words](#)
[Help](#)

Powered by Google
reCAPTCHA™

or

After completing the required fields, click Done to continue with the application.

Register for Applicant Services

Step 1 ✓
Enter Contact Information

Step 2 ✓
Get User ID & Password

Step 3 ✓
Select Security Questions

Step 4
Review and Submit

Step 4 of 4: Review and Submit

Review the information on this page; click Done to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID:

Contact Information:

First Name:
Last Name:
Email Address:

Security Questions and Answers:


Question 1:
Answer 1:
Question 2:
Answer 2:
Question 3:
Answer 3:

Cancel Previous Next **Done**

On this new screen, please select the position you wish to apply for. The job description screen will again appear: simply click Apply below the text.

Rows Per Page <input type="text" value="20"/> <input type="button" value="1"/> - 20 of 23 <input type="button" value="Search"/>				
Job Opening	Country	Location	Date Posted	Job ID
Threat Management Specialist	UNITED STATES		02/24/2014	1015
Security Awareness and Strategic Communications Specialist	UNITED STATES		02/24/2014	1063
Special Actions Staff Personnel Security Specialist	UNITED STATES		02/24/2014	1047
Security Training Specialist	UNITED STATES		02/24/2014	1031
Security Certification and Assessor Tester Evaluator	UNITED STATES		02/24/2014	1014
Security Control Assessor	UNITED STATES		02/24/2014	1062
Records Management Support Specialist	UNITED STATES		02/24/2014	1030
Risk Management Specialist	UNITED STATES		02/24/2014	1046
Physical Security Specialist	UNITED STATES		02/24/2014	1013
Operation Security Administrator	UNITED STATES		02/24/2014	1061
Mail Screener	UNITED STATES		02/24/2014	1045
Information Assurance Engineer	UNITED STATES		02/24/2014	1029
Force Protection and Physical Security Officer	UNITED STATES		02/24/2014	1012
Customer Relations Specialist	UNITED STATES		02/24/2014	1060
Compound Access Control Officer	UNITED STATES		02/24/2014	1044
Adjudications Support Officer	UNITED STATES		02/24/2014	1028
Access Control Administrator (Part Time) – Colorado Springs, CO	UNITED STATES		02/24/2014	1008
Certification and Accreditation (C&A) Specialist	UNITED STATES		02/24/2014	1055
Technology Protection Engineer	UNITED STATES		02/24/2014	1057
Configuration Manager	UNITED STATES		02/24/2014	1036

Please continue to fill in your information in the appropriate fields. When finished, select the Submit button at the bottom right of the corner (it will appear green).



SYSTEM HIGH CORPORATION
INFORMATION'S BEST DEFENSE

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Welcome, | [? Help](#) | [Logout](#)

Internship-Office Manager/Executive Assistant - Chantilly, VA-

Step 1
Personal Information

Step 2
Resume

Step 3
Questions

Step 4
Review and Submit

Step 1 of 4: Personal Information

i The information on this step is saved as part of your profile, and can be updated after you complete this application

*Indicates required fields

About You

First Name: *	<input type="text"/>	<p>The Information Below Is VOLUNTARY Why are we asking?</p> <p>Gender: <input type="text"/></p>	
Middle Name:	<input type="text"/>		
Last Name: *	<input type="text"/>		
Generation Suffix:	<input type="text"/>		
Preferred Language:	English (United States)		
		Race/Ethnicity: *	<input type="text"/>
		<input type="checkbox"/> I decline to identify my race and ethnicity.	
		Veteran Status:	<input type="text"/>

After you submit your application, a confirmation screen will appear.
Click OK when you are finished.



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Welcome, Sarah Bigler - Test | [? Help](#) | [Logout](#)

Your Profile

This information will be used according to country

*If you change your profile information,
This page displays only the information*

Personal Information [Edit](#)

Email:
Home Phone:

Professional Background [Edit](#)

Education

(No Information Entered)

Employment History

(No Information Entered)

Skills

(No Information Entered)

✓ Your Application for **Internship-Office Manager/Executive Assistant – Chantilly, VA** has been submitted successfully.

From Your Profile page, you can also do the following:

- Update your Profile data (personal, professional background information)
- Check the status of your submitted applications.
- Access the Career Center.

[OK](#)

[My Application History](#) ▼

You can now edit your profile information, or logout.



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Welcome | [? Help](#) | [Logout](#)

Your Profile

i This information will be used according to country-specific laws.

If you change your profile information, the information is automatically changed on any previously submitted applications. This page displays only the information you provided. To make changes, click Edit.

Personal Information [Edit](#)

Email:
Home Phone:

Voluntary Self-Identification Information

[My Application History](#) ▼

Professional Background [Edit](#)

Education

(No Information Entered)

Employment History

(No Information Entered)

Skills

(No Information Entered)

Licenses and Certifications

(No Information Entered)

After the Application

After your application has been submitted, it will be reviewed and considered by the HR staff at System High.

If you have any questions, please contact Human Resources:

571-323-6565 (Office)

866-256-9770 (Unclassified Fax)

HR@systemhigh.com