



SkillBridge Opportunities with ITA International

Military members are you looking for your next career step after your military service? Are you within 180 days of transition? Discover opportunities to participate in training and development with ITA International!

SkillBridge is an excellent opportunity as you plan for life after the military. SkillBridge matches civilian opportunities to your job training and work experience at the end of your military duty.

During SkillBridge participation with ITA International you will continue to receive military compensation and you are covered by your military benefits. Release for SkillBridge is always mission-dependent and your unit Commander must authorize participation prior to entering into any agreement with interested industry employment partners.

**** To apply to any of the list available opportunities, reach out directly to:**

Alfredo Torres

V3 Transition - Central Virginia Coordinator (formally known as VTAP)

Phone: (804) 297-8738

Email: alfredo.torres@dvs.virginia.gov

CURRENT AVAILABLE OPPORTUNITIES:

1. Function: Contracts Administration

Sub-function: Procurement

Location: Newport News, VA

In this internship with ITA International, you will:

- Learn how your military experience translates into a rewarding civilian career.
- Explore a career or industry you might want to pursue upon separation from active duty.
- Earn real-world industry qualifications and certifications.
- Build experience and competency in your trade/ profession with our team.
- Expand your professional network of contacts.
- Gain familiarity with corporate culture.

Duties and Responsibilities

Internship Schedule/ Hours	Responsibility of Employer	Responsibility of Intern
Week 1 <i>40 hours</i>	ITA Orientation	Complete training and indoc (1 Week)
Week 2 <i>40 hours</i>	Introduction to Government Contracts administration	Complete rotation (1 week)
Week 3 <i>40 hours</i>	Introduction to Subcontracts administration	Complete rotation (1 week)
Week 4 <i>40 hours</i>	Microsoft Power BI	Complete training
Week 5 <i>40 hours</i>	FAR Overview	Complete training
Week 6 <i>40 hours</i>	Contract Life Cycle at ITA	OJT
Week(s) 7- 12 <i>40 hours/ week up to 12 weeks depending on length of internship approved by command</i>	OJT	Assignment to contracts project(s).

Supervisory Responsibilities

- This position has no supervisory responsibilities

Qualifications

- Bachelor's degree, business or finance preferred
- 4 years as officer/enlisted in one of the branches of the U.S. military or commissioned service
- Superior time management skills and proven ability to multitask
- Proficient in Microsoft Office
- Strong Organizational skills and follow-through, internally and externally, to provide a positive customer or stakeholder experience
- Excellent verbal, interpersonal and written communication skills
- Ability to work in a team environment
- Self-directed with the ability to work with a sense of urgency to complete tasks and meet deadlines
- Able to handle confidential information

Physical Activity/Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for long periods of time.
- Repeat the same movements.

- Strength demands are minimal for sedentary work - Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time but may involve walking or standing for brief periods of time.

2. Function: Business Strategy

Sub-function: Marketing and Communications

Location: Newport News, VA

Duties and Responsibilities

Internship Schedule/ Hours	Responsibility of Employer	Responsibility of Intern
Week 1 <i>40 hours</i>	ITA Orientation	Complete training and indoc (1 Week)
Week 2 <i>40 hours</i>	Introduction to Customer Solutions – ITA Global Security	Complete rotation (1 week)
Week 3 <i>40 hours</i>	Introduction to Customer Solutions – ITA Data Solutions	Complete rotation (1 week)
Week 4 <i>40 hours</i>	Shipley Certification (as available)	Complete training
Week 5 <i>40 hours</i>	Researching and responding to RFIs and RFPs	Complete OJT with proposal team
Week 6 <i>40 hours</i>	Microsoft Power BI Certification	Complete training
Week(s) 7- 12 <i>40 hours/ week up to 12 weeks depending on length of internship approved by command</i>	OJT	Assignment to Customer Solutions project(s).

Supervisory Responsibilities

- This position has no supervisory responsibilities

Reporting Relationship

- Will report to assigned supervisor

Qualifications

- Bachelor's degree, business or finance preferred
- 4 years as officer/enlisted in one of the branches of the U.S. military or commissioned service
- Strong attention to detail and excellent creative and technical problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills

- Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations or outcomes
- Demonstrated leadership, analytical, organization, interpersonal, and communication skills
- Working knowledge of Microsoft 365 Suite applications to include Power BI

Physical Activity/Requirements

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- Repeat the same movements.
- Strength demands are minimal for sedentary work - Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time but may involve walking or standing for brief periods of time.

3. Function: Data Analytics

Sub-function: Computing and Data Visualization

Location: Newport News, VA

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- Gain familiarity with corporate culture.

Duties and Responsibilities

Internship Schedule/ Hours	Responsibility of Employer	Responsibility of Intern
Week 1 40 hours	ITA Orientation	Complete training and indoc (1 Week)
Week 2 40 hours	Introduction to ITA Data Solutions	Complete rotation (1 week)
Week 3 40 hours	Power BI Training	Complete online training (1 week)
Week 4 40 hours	ITA Dashboard Development	Assignment to show data visualization skills
Week 5 40 hours	Developing and providing a data visualization presentation	Complete OJT with ITADS team

Week(s) 6-7 40 hours/week	Introduction to Statistical Modeling with Python Training	Complete Online Training (2 weeks)
Week(s) 8- 12 40 hours/ week up to 12 weeks depending on length of internship approved by command	OJT	Assignment to ITA Data Solutions project(s).

Supervisory Responsibilities

- This position has no supervisory responsibilities

Qualifications

- Bachelor's degree, computer science, statistics or business preferred
- 2 years as officer/enlisted in one of the branches of the U.S. military or commissioned service
- Desire to work in a technical field
- Strong attention to detail and excellent creative and technical problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Strong attention to detail and excellent creative and technical problem-solving skills
- Strong organizational and planning skills
- Proficient in all MS Office Tools, with an ability to learn emerging technologies at a rapid pace

Preferred Qualifications

- Previous experience using visualization tools (Power BI, Tableau, etc.)
- Experience developing statistical models

Physical Activity/Requirements

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- Repeat the same movements.
- Strength demands are minimal for sedentary work - Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time but may involve walking or standing for brief periods of time.

4. Function: Information Technology
Sub-function: Computing, Hardware, Software
Location: Newport News, VA

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- Earn real-world industry qualifications and certifications.
- Build experience and competency in your trade/ profession with our team.
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Duties and Responsibilities

Internship Schedule/ Hours	Responsibility of Employer	Responsibility of Intern
Week 1 40 hours	ITA Orientation	Complete training and indoc (1 Week)
Week 2 40 hours	Introduction to ITA Technology Services	Complete rotation (1 week)
Week 3 40 hours	Microsoft 365: Azure Fundamentals	Complete online training (1 week)
Week 4 40 hours	Microsoft 365 Certified: Fundamentals	Complete online training (1 week)
Week 5 40 hours	IT Policy Assignment	Complete OJT with IT team
Week 6 40 hours	IT Inventory Assignment	Complete OJT with IT team
Week(s) 7- 12 40 hours/ week up to 12 weeks depending on length of internship approved by command	OJT	Assignment to Technology Services project(s).

Supervisory Responsibilities

- This position has no supervisory responsibilities

Qualifications

- High school diploma. Bachelor's degree in Information Technology or Computer Science preferred but not required.
- Strong attention to detail and excellent creative and technical problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills
- Strong written communication skills

- Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations or outcomes.
- Experience supporting Windows 10 users

Preferred Qualifications

- Experience with Azure Active Directory
- Experience supporting Office 365

Physical Activity/Requirements

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