



JOB DESCRIPTION

Job Title:	DoD SkillBridge Industrial Security Internship – Active Duty U.S. Military Only	Date:	11/25/2025
Reports To:	Nathaniel Leung / Madeline Welch	Department:	JBDO

Company Overview:

Draper is an independent, nonprofit research and development company headquartered in Cambridge, Massachusetts. The 2,600 employees of Draper tackle important national challenges with a promise of delivering successful and usable solutions. From military defense and space exploration to biomedical engineering, lives often depend on the solutions we develop. Our multidisciplinary teams of engineers and scientists work in a collaborative environment that inspires the cross fertilization of ideas necessary for true innovation. For more information about Draper, visit www.draper.com.

Job Summary:

These roles are unique opportunities for Active Duty US Armed Forces members with authorization to participate in the DoD Skillbridge program as directed by their respective command. Draper is a DoD Skillbridge authorized participant.

Draper Skillbridge Internships are based around on-the-job training supporting a work schedule equivalent to 40 hours per week to prepare qualified candidates for transition into a similar role in industry.

This position will reside in the Industrial Security team within Draper's Security department. The role will rotate through various functions and provide project and additional duty support. Assignments may include such disciplines as visitor management, personnel security, classified document management, security auditing and inquiries, physical security, etc. Tasks may include but are not limited to shadowing security employees to learn their duties and responsibilities by working with security officers, industrial security specialists, and employees throughout the organization. The position will involve working on projects to improve overall security processes.

Program Details:

- Rotate working between multiple groups within the Security Department to ensure a base knowledge set is experienced for comprehensive professional development in all Industrial Security domains; including: PERSEC, OPSEC, PHYSEC, Counter Intelligence, Incident Investigation, Special Programs, and Administrative Security.
- Assist with special tasking, such as executing security briefings and trainings, high visibility projects, and annual audits and inspections.
- Review and update Industrial Security procedures and policies to align with current practices and government policies.



- Provide support for special events such as large meetings and new hire processing, interfacing with customers and employees.
- Provide assistance to the Security team, including, but not limited to reviewing Security files, processing background investigation paperwork, security clearance processing and visitor management.

Essential Functions/Required Experience

- Meets DoD SkillBridge Qualifications as per DODI 1322.29
- Current in scope Secret or Top Secret DoD security clearance
- Excellent written and oral communication skills
- Excellent work ethic with the ability to work independently or in a team environment
- Ability to adapt to ever-changing environments, risks, and vulnerabilities
- Strong computer skills including MS Word, PowerPoint, and Excel

Preferred Qualifications:

- Bachelor's degree in Security, Criminal Justice, or related field
- Highly motivated, interest in the fields of security operations, services, methodologies and best practices
- One year of relevant experience in industrial security, personnel security, or visitor management
- Working knowledge of security software such as DSX, DISS/NBIS, SIMs, NISS, and SWFT
- Working knowledge of government policies such as 32 CFR Part 117 NISPOM, SEAD 3, DoDM 5205.07, and ICD 704

DoD SkillBridge Eligibility:

- Has served at least 180 days on active duty
- Is within 12 months of separation or retirement
- Will receive an honorable discharge
- Has taken any service TAPS/TGPS
- Has attended or participated in an ethics brief within the last 12 months
- Received Unit Commander (first O-4/Field Grade commander in chain of command) written authorization and approval to participate in DoD SkillBridge Program prior to start of internship

Equal Employment Opportunity

Draper is committed to creating a diverse environment and is proud to be an affirmative action and equal opportunity employer. We understand the value of diversity and its impact on a high-performance culture. All qualified applicants will receive consideration for employment



without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Draper is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, please contact hr@draper.com.