



JOB DESCRIPTION

Job Title:	DoD SkillBridge Special Security Internship – Active Duty U.S. Military Only	Date:	11/25/2025
Reports To:	Kevin Campbell	Department:	JBCO

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 work under the direction of the Contractor Special Security Officer (CSSO). This role performs all aspects of on-site execution of program security requirements for assigned Special Access Programs (SAP)/Sensitive Compartmented Information (SCI) programs to ensure compliance with regulatory guidance. The primary responsibility is to support the implementation and develop working knowledge of all requisite national security directives with specific emphasis on the Intelligence Community Directives (ICD), DoD Manual 5205.07, DoD Manual 5105.21-M-1, and the CFR 32 Part 117 (NISPOM Rule). In addition, the Security Specialist will support the CSSO with self-inspections, Security Education & Training, PERSEC actions, and conduct security compliance actions.

Program Details:

- Conducts PERSEC actions that include collecting/reviewing Pre-Screening Questionnaires (PSQs).
- Conducts error-free updates to sensitive or proprietary information into various Special Security Portals and databases, such as SIMS and DISS.
- Conduct Visitor Management activities.
- Conduct bag checks and guard response testing.
- Act as the media custodian for multiple programs.



- Implement and manage access control system.
- Provides escort duties when needed.
- Support security investigations.
- Processes incoming/outgoing visit requests.
- Respond to after-hours alarm and emergency conditions.
- Performs other duties as assigned.

Skills/Abilities:

- Must be a US Citizen with an active, in scope (investigation completed date or CE date within 5 years of start date) Secret Security clearance eligibility.
- Good written, verbal and presentation communication skills.
- Proficient in MS Office Suite.

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.