

SECURITY ADMINISTRATIVE ASSISTANT INTERNSHIP

COMPENSATION: Minimum Wage
HOURS / WEEK: 38-40; hours to be determined
START DATE: June 9, 2025
LENGTH OF INTERNSHIP: 10-Weeks
LOCATION: Remote



INTERNSHIP OPPORTUNITY

Embark on an unforgettable journey with the ActOne family this summer through our dynamic internship program! The AppleOne **Intern-to-Dream**® Program isn't just an internship; it's a transformative experience designed to amplify the knowledge you've gained in the classroom, molding you into the influential leader you're destined to be. Joining the ActOne team means immersing yourself in a 10-week growth, innovation, and leadership development journey. Our hands-on internships go beyond traditional roles, offering impactful projects and responsibilities that enhance your industry expertise. Many of our past interns have seamlessly transitioned into coveted positions with top companies, while others have become integral members of the ActOne family.

At ActOne, you're not just an intern but part of a family committed to guiding you throughout your career. Are you ready to turn your aspirations into achievements? Apply now and let your internship with us be the catalyst for an extraordinary career!"

JOB DESCRIPTION

Gain hands-on experience in corporate security operations as a Security Administrative Assistant Intern! In this role, you will research and develop engaging security training materials, review and refine policies, craft informative weekly security tips, and assist in managing emergency declaration updates. This internship offers a unique opportunity to enhance workplace safety and security while building valuable administrative and analytical skills in a professional setting.

The intern will:

- Conduct in-depth research to create engaging and informative security training programs that enhance workplace safety.
- Craft and distribute weekly security tips to keep employees informed and aware of best practices.
- Assist in posting and managing emergency declarations and updates to ensure timely and accurate information is shared.
- Manage correspondence, including emails, phone calls, and mail, while maintaining confidentiality and professionalism.
- Provide general administrative support to the security team, gaining hands-on experience in corporate security operations.

LEARNING OPPORTUNITIES

- Gain hands-on experience in developing, reviewing, and implementing security policies and procedures to enhance workplace safety.
- Learn how to create engaging and informative security training programs that effectively educate employees on best practices.
- Develop a deeper understanding of risk management and crisis response strategies in a corporate environment.
- Build valuable skills in research, policy analysis, and training development that are essential for careers in security, compliance, and administration.

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KEY QUALIFICATIONS

- Excellent organizational and time-management skills to handle multiple tasks efficiently.
- Strong research abilities to develop well-informed and effective security training programs.
- Effective communication and interpersonal skills to collaborate with teams and engage employees.
- Attention to detail with the ability to review, refine, and update policies and procedures accurately.
- Creativity and clarity in crafting and distributing engaging security tips and training materials.

COMPUTER/SYSTEM SKILLS REQUIREMENTS:

Must be proficient in the following computer applications:

- MS Office: Windows, Word, Excel, Outlook
- Email creation and distribution
- Internet Research

TO PARTICIPATE IN APPLEONE'S INTERNSHIP PROGRAM, YOU MUST MEET THE FOLLOWING CRITERIA

- Applicants must be able to complete the 10-week internship program and attend orientation on Monday, June 9, 2025 and graduation on Friday, August 15, 2025.
- Applicants must be actively enrolled in an accredited university or college or have graduated from an accredited university or college within the last year.
- Applicants must be eligible to work in the United States without sponsorship by the company.