



# Toyon Research Corporation

6800 Cortona Drive  
Goleta, CA 93117  
www.toyon.com

CAREER OPPORTUNITIES - Santa Barbara, CA

## Security Intern (Ref #1841-I)

We are looking for a student intern to work in our fast paced Security Department. Resourcefulness, strong work ethic, energy, and excellent interpersonal skills are a requirement.

At Toyon, we pride ourselves on functioning as a cooperative and professional security team based on trust. The successful candidate will continually work to develop positive and productive relationships as they interact with internal and external customers. Our Industrial Security Program is rated SUPERIOR by the Defense Security Service and is in the top 4% of security programs nationwide.

Responsibilities will include:

- General assistance for the Security Director
- Document Control Data Entry
- Purchasing – planning and research
- Writing of memos, manuals, and briefings
- Escorting of visitors
- Helping to organize events
- Preparing purchase orders
- Supporting facility inspections
- Coordination of safety and facilities' projects

Qualifications:

- Excellent writing skills
- Proficient with Windows applications
- Able to work in a fast-paced environment
- Attention to detail

**U.S. Citizenship Required.** This position will require a SECRET clearance. Candidate must be ultimately SAP and SCI program eligible.

Please e-mail resume to:  
employment@toyon.com

**WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!**

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability