



## Security Specialist Intern

**POST: External**

**DIVISION: Human Resources**

**DEPARTMENT: Security**

**MAXIMUM # OF OPENINGS: 1**

**JOB TITLE: Security Specialist Intern**

**RATE: \$17.00/hour, 40 hours/week**

**GENERAL SUMMARY OF DUTIES:**

Collaborate with our security staff and will help develop a vulnerability assessment program applicable to all BWL assets.

**ESSENTIAL FUNCTIONS:**

- Familiarizes with BWL security processes and procedures
- Attends training for safety awareness or skills improvements as required by supervisor, BWL, or governmental agency such as MIOSHA
- Assists with preparations for company related events and emergencies
- Performs area fire and security inspections.
- Performs other departmental tasks as assigned.
- Attends regular staff meetings.
- Required to follow the BWL Safety Manual and wears required personal protective equipment where required

**JOB SPECIFICATIONS:  
KNOWLEDGE  
SKILLS  
ABILITIES**

Junior or Senior majoring in one of the following disciplines: Criminal Justice; Political Science; Safety; Emergency Management; Homeland Security; or Law Enforcement.

Must have knowledge of Microsoft Word and Excel. Must have proficient verbal and written communication skills. Must have knowledge of Microsoft Office products such as Word, Excel, PowerPoint, etc.. Must have valid driver's license with acceptable driving record.

**PHYSICAL REQUIREMENTS:**

Frequently required to read documents. Ability to effectively communicate orally and in writing. Ability to enter and retrieve data from computerized, typed and written sources.

**WORKING CONDITIONS:**

Normal office environment and field work with possible exposure to varying temperatures, dust, and noise.

**TO APPLY:**

Email resume, cover letter and application to [bwjobs@lbwl.com](mailto:bwjobs@lbwl.com), with *Security Intern* in the subject line, or mail to: BWL, Attn: Human Resources, PO Box 13007, Lansing, MI 48901. **Applications must be received by Friday, January 26, 2018.**

The Board of Water and Light serves Lansing, Michigan, and surrounding areas with electricity, water, and steam. Chartered in 1885 by a vote of Lansing's citizens, the BWL remains a public power utility in its second century of service. Lansing's city charter vests the BWL with full and exclusive management of water, steam, and electric services for the city. The American Public Power Association has honored the Lansing Board of Water & Light as one of the country's best publicly-owned utilities. For more about the BWL see: <http://www.lbwl.com>.

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