



Department	Information Security
Institution	The University of System
Location	Austin
No. of Openings	1
Hours per Week	19
Hourly Pay Rate	\$16.00
Work Schedule	Monday through Friday up to 19 hours
Earliest Start Date	1/20/2023
Expected End Date	8/31/2023
FLSA Status	Non-Exempt
Benefits Eligible	No

## About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and five health institutions. [The University of Texas System](#) is primarily based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions. Diversity and inclusion are core values for UT System, which serves the needs of a diverse and growing state. To that end, our review of applications will embrace the principles of the [veterans](#) and [former foster children](#) employment preferences (state laws), all of which are intended to promote diverse interview pools.

## About Information Security

The U. T. System Office of Information Security exists to accomplish the following tasks:

- Enable the business of U. T. System: education, research, healthcare
- Protect the business of U. T. System: critical information resources, systems, and infrastructure
- Promote a positive information security culture: positive awareness, attitude, and behavior of all employees

## Mission Statement

The U.T. System Office of Information Security provides guidance and support to The University of Texas System's eight academic and six health institutions, U.T. System Administration, and UTIMCO in their efforts to establish and maintain information security programs that:

- effectively reduce risk and secure the information assets under its stewardship against unauthorized use, disclosure, modification, damage or loss;
- are documented and verifiable; and
- meet regulatory compliance requirements.

## Essential Functions

- Monitors and updates project plans and statuses within Microsoft Project and Project Online, tracking task completion, milestone completion, risks and issues.
- Collects & uploads project documentation to project SharePoint sites.
- Schedules required project meetings, works with stakeholders to identify available times and sending out meeting invites.
- Attends required project meetings capturing status updates, meeting minutes and action items.
- Creates and disseminates reports to project stakeholders at the Program Manager's direction.
- Tracks action items, following up with attendees as required.
- Assists with other administrative tasks associated with projects, as required.

**Required Qualifications**

- High School Diploma
- Completion of at least 30 credit hours of higher education or may substitute one year of related experience for 30 credit hours.

**Preferred Qualifications**

- Exposure to Project Management training or education.
- Proficiency with Microsoft Office Suite (Outlook email, Word, Powerpoint, Excel).
- Experience with Microsoft Project, Project Online and SharePoint.

**Working Conditions**

Work is performed in an office or home office environment. Uses personal computer and other standard office equipment.

**How to Apply**

Send one email to [ratrevino@utsystem.edu](mailto:ratrevino@utsystem.edu) as specified below.

- Subject Line: Information Security Project Coordinator - First Name Last Name
- Attach the following documents as Word or PDF files:
  - REQUIRED - Employment Application ([https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment\\_Application.pdf](https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment_Application.pdf))
  - REQUIRED - Resume
  - REQUIRED - Cover Letter
  - REQUIRED - 3 Professional References (incl. contact information)

**Additional Information**

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

**Equal Opportunity/Affirmative Action**

The University of Texas System is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the [Office of Talent & Innovation](#).

Please direct questions to the [Office of Talent & Innovation](#).