Information Security
Student Associate

Department | Office of Information Security
Institution | The University of System
Location | Austin
No. of Openings | 1
Hours per Week | Up to 19.5 hours
Hourly Pay Rate | $20.00
Work Schedule | Flexible M-F from 8AM – 5PM
Earliest Start Date | September 1, 2023
Expected End Date | n/a
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.

Office of Information Security
The UT System Office of Information Security (ISO) exists to accomplish the following tasks:
- Enable the business of U. T. System: education, research, health care
- 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

Essential Functions
- Monitor security logs and alerts for Shared Information Services (SIS) and shared infrastructure components.
- Collaborate with the ISO team to develop recommendations and solutions to mitigate alerts
- Contact customers to gather more information and communicate resolutions
- Research current security vulnerabilities, attacks and solutions
- Produce documentation, metrics, and reports
- Assist in current process automation and improvement
- Aid in vulnerability management ticketing and remediation process

Required Qualifications
- Major or Minor in a technology-related degree program
- Experience with or understanding of at least two of the following:
  - Information security or technology concepts
  - Protecting the privacy and security of data
  - Data analysis, integrations, and manipulation
  - Common security vulnerabilities
  - Security Protocols and Services (sFTP, HTTPS, TLS, DNS, etc.)
  - Internet Protocol (IP) Addressing
Preferred Qualifications

• Experience with data analytics and manipulation, especially with large data sets
• Knowledge of security and privacy related regulatory compliance
• Experience with general security event discovery and correlation
• Prior employment in a security-related position
• Familiarity or previous working experience with Security Event Incident Management system (ex: Splunk, Graylog etc.)
• Students looking for long-term employment in the information security field
• Experience with vulnerability management

Knowledge, Skills and Abilities:

• Ability to stay on task with a minimum of supervision and seek input from supervisor as needed
• Excellent attention to detail
• Ability to communicate with both technical and non-technical staff through written and verbal language
• Ability to prioritize and execute tasks when urgency is needed
• Strong problem-solving skills and maturity in judgement
• Ability to maintain strict confidentiality
• Experience using Microsoft 365 suite of applications, primarily Excel, Word with Azure or cloud experience

Working Conditions

Repetitive use of a keyboard at a workstation
Uses standard office equipment

Applicants who are able to commit to work for at least 3 semesters and work over semester breaks and during the summer will be given first consideration. The ISO is looking for applicants who are eager, inquisitive, enthusiastic, open minded and like to dig into technical questions and examine them from all sides.

How to Apply

Send one email to Andrew Turner at aturner@utsystem.edu as specified below.

▪ Subject Line: enter your First Name Last Name
▪ Attach the following documents as Word or PDF files:
  o REQUIRED - Employment Application (https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment_Application.pdf)
  o REQUIRED - Resume
  o Cover Letter
  o 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.