Information Security
Student Associate

Department	Office of Information Security
Institution	The University of System
Location	Austin
No. of Openings	1
Hours per Week	19.5
Hourly Pay Rate	$20
Work Schedule	Flexible
Earliest Start Date	11/01/2022
Expected End Date	08/31/2023
FLSA Status	Non-Exempt
Benefits Eligible	No

About the University of Texas 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 the Office of Information Security

The Office of Information Security (ISO) provides guidance and support to The University of Texas System's eight academic and six health institutions in their efforts to establish and maintain information security programs that protect and secure the information assets under their stewardship against unauthorized use, disclosure, modification, damage, or loss.

Job Description

The Student Associate will assist the UT System Administration Information Security Office (ISO) in creating data searches, refining current data output, and generating reports from that data. These activities will mainly be done using the Splunk data collection and search system. The student will also help retrieve machine data from new sources, which will require research into the data source, appropriate retrieval methods, and process documentation. Other tasks may include extracting data and reports from systems, helping with security operations development, organizing risk assessment data, and other ISO related tasks.

Sample Functions:
- Create data searches in Splunk that output data in the correct format based on user requests
- Refine data searches to create better formatted or more accurate outputs
- Create visualizations and dashboards in Splunk and Power BI (Business Intelligence)
- Research, implement, and document how to get data into Splunk from a potential source
- Create data baselines
- Perform threat hunting for notable trends or anomalous activity
- Document new or existing work-related processes
- Create low-level project planning documents
- Export data and reports from information security systems

Required Qualifications

Interested students should meet the following criteria:

- Currently enrolled at one of the 14 University of Texas institutions
- Ability to stay on task with a minimum of supervision
- Ability to communicate well with technical and non-technical staff
- Good organizational skills and responsible work ethic
- Strong problem-solving and project organization skills
- Ability to maintain strict confidentiality
- Basic to intermediate skills using computer systems
- Basic understanding of the following:
    - Information security core concepts
    - Structured data
- Understanding of Boolean logic
- Experience using Microsoft 365 suite of applications, primarily Excel, Word, Power BI, and Teams
- Major or Minor in business, computer science, or technology-related degree program

Preferred Qualifications

Interested students should meet the following criteria:
- Some familiarity with the following:
    - Splunk
    - Power BI
    - Python
    - PowerShell
    - Regular Expressions
    - API Testing
    - Linux command line
- Experience with data analytics and manipulation
- Experience with security event discovery and correlation
- Prior employment in a security-related position
- Interest in a career in the Information Security or Data Analytics fields

Working Conditions

Work is performed remotely or in person. If working remotely, a personal computer will be needed to access work resources.

How to Apply

Send one email to jawilliams@utsystem.edu as specified below.
- Subject Line: Information Security Student Associate - First Name Last Name
- Attach the following documents as Word or PDF files:
    - Employment Application (https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment_Application.pdf)
    - Resume
    - Cover Letter
    - 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.