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 the Office of Information Security
The Office of Information Security (ISO) provides guidance and support to The University of Texas System’s thirteen academic and 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.

Essential Functions
The purpose of this position is to develop digital communications and write content for a 12-month security awareness campaign to include email blasts, digital signage, and newsletters. The communications assistant will also assist in planning and executing cyber security training events and presentations. This position is supervised by the Information Security Program Manager.

Knowledges, Skills & Abilities
- Knowledge of visual marketing concepts and principles
- Strong software and technical skills
- Skill in written English, including spelling, grammar, and punctuation
- Skill in balancing multiple priorities
- Skill in proofreading and editing for correct grammar and spelling
- Ability to think creatively and objectively
- Ability to stay on task with a minimum of supervision
- Ability to work within short deadlines and changing priorities
- Ability to learn quickly

Required Qualifications
- Currently enrolled in an undergraduate program at one of the 13 University of Texas institutions
- Experience in and/or a major in communications, advertising, public relations, English, or writing
- Experience designing and creating digital communications
Preferred Qualifications
- Proactive attitude
- Detail-oriented
- Interest in working in a technical field

Working Conditions
Work is performed in an office environment. Uses personal computer and other standard office equipment. If remote, intern must provide personal computer and WiFi.

How to Apply
Send one email to bmendivil@utsystem.edu as specified below.
- Subject Line: Information Security Communications Assistant 2023 - 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

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.