Information Security  
Risk and Compliance  
Student Associate

Department: Office of Information Security  
Institution: The University of Texas System  
Location: Austin  
No. of Openings: 1  
Hours per Week: Minimum 16 hours and up to 19.5  
Work Schedule: Flexible M-F from 8AM-5PM  
Compensation: Up to $18.50 an hour  
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 based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions.

About 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

Position Description  
Student Associate will work under the direction of the Sr. Security Risk Analyst to monitor and manage vendor security risk program.

Essential Functions  
- Work under the guidance of the Sr. Risk Analyst to develop, monitor and report on vendor security risk management  
- Contact department representatives to develop an understanding of business processes  
- Collaborate with the ISO team to develop and recommend security controls and processes to mitigate risk and report these to business owners through the risk assessment and reporting process  
- Write or edit security policies, procedures, plans and reports  
- Research current security governance and risk management solutions  
- Gather metrics and create presentations to provide measurements of team success  
- Assist senior team members to measure compliance with security controls

Required Qualifications  
- Ability to stay on task with a minimum of supervision and seek input from supervisor as needed  
- Excellent attention to detail  
- Experience creating technical reports and working with big data analytics  
- Strong English writing and speaking communications skills  
- 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
• Proven organizational skills and responsible work ethic
• Ability to maintain strict confidentiality
• Experience with or understanding of at least two of the following:
  o Information security or technology concepts
  o Need to protect privacy and data
  o Common security controls to reduce risk
  o Writing scripts
  o Developing and using automation
• Experience using Microsoft Office suite of applications, primarily Excel, Word, and PowerPoint
• Major or Minor in business or a technology-related degree program

Preferred Qualifications
• Experience with data analytics and manipulation, especially with large data sets
• Knowledge of security and privacy related regulatory compliance
• Prior employment in a security-related position
• Familiarity or previous working experience with risk management
• Applicants who are eager, inquisitive, enthusiastic, open minded and like to dig into technical questions and answers

Working Conditions
May work virtually from a remote location if not located in Austin. Business Casual attire and professional conduct. Additional department-specific Confidentiality agreement must be signed.

How to Apply
Send one email to iso3pra@utsystem.edu as specified below.

  • Subject Line: 2021 Risk and Compliance Student - First Name Last Name
  • Attach the following documents as Word or PDF files:
    o 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.