



Department	Office of Information Security
Institution	The University of System
Location	Austin
No. of Openings	1
Hours per Week	12-18 hours per week
Hourly Pay Rate	\$16 per hour
Work Schedule	Flexible schedule between the hours of 9:00 am and 6:00 pm CST
Earliest Start Date	12/1/2022
Expected End Date	TBD
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 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.

## Essential Functions

The purpose of this position is to assist with developing communications and training campaigns, and assisting in the planning and execution of internal and external events related to information security. In this position you will use (or learn to use) applications and software tools like Adobe Photoshop and Illustrator, SharePoint, Drupal, and Cvent. In addition to creating content and researching information security topics, you will gain experience in project management, creating and administering SharePoint sites, and creating and configuring events and event websites using Cvent. Prior experience using these applications is not necessary, but familiarity with online applications would be useful.

## Required Qualifications

- Currently enrolled in an undergraduate program at one of the 13 University of Texas institutions
- Relevant coursework, job experience, internship or be pursuing a degree in business communications, management information systems, information security, technical writing, graphic design, or a related discipline.
- A self-starter, detail oriented, and able to juggle multiple projects in a fast-paced, team-based environment.

## Preferred Qualifications

- Experience with Adobe CC (Photoshop and Illustrator) and content management systems such as Drupal or WordPress.
- An aptitude for communicating technical topics in ways that are easily understandable to non-technical users.
- Visual design experience.

- Web design experience.

**Working Conditions**

The position is a part-time position and can be performed in person, virtual, or a combination thereof. Work must be performed in the state of Texas.

**How to Apply**

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

- Subject Line: ISO Communications – [Your 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](https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment_Application.pdf))
  - Resume

**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](#).