

# Information Security Student Associate



THE UNIVERSITY of TEXAS SYSTEM  
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

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	\$18.50
Work Schedule	Flexible M-F from 8AM – 5PM
Earliest Start Date	March 1, 2023
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.

## 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
- Categorize and prioritize security events
- 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
- Provide support for the information security risk assessment process

## Required Qualifications

- Major or Minor in business or a technology-related degree program
- Experience with or understanding of at least two of the following:
  - Information security or technology concepts
  - Need to protect privacy and data
  - Common security vulnerabilities
  - Security Protocols (FTP, HTTPS, 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 security event discovery and correlation
- Prior employment in a security-related position
- Familiarity or previous working experience with Splunk
- Students looking for long-term employment in the information security field

### **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 Tom Lane at [tlane@utsystem.edu](mailto:tlane@utsystem.edu) as specified below.

- Subject Line: enter 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
  - 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](#).