Information Security Student Associate

Department: Information Security Office
Institution: The University of Texas System Administration
Location: Austin, TX
No. of Openings: 2
Hours per Week: Up to 19.5 hours; Flexible M-F from 8AM-6PM
Compensation: Up to $20/hour; commensurate with experience
Earliest Start Date: Immediately

About the Department:
The UT System Office of Information Security (ISO) exists to accomplish the following:
- 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

Purpose of Position:
Associate will assist the ISO in monitoring, tracking, prioritizing, responding to, escalating and documenting security events and incidents. Associate will be part of a Security Operations Center, acting as an initial responder to triage alerts and events.

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:
- 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
- Proven organizational skills and responsible work ethic
- Strong problem-solving skills and maturity in judgement
- Ability to maintain strict confidentiality
- Basic to intermediate skills using information technology and computer systems
- 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
- 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
- Experience with security event discovery and correlation
- Prior employment in a security-related position
- Familiarity or previous working experience with Splunk
- Undergraduate students looking for long-term employment in the information security field
- Interest in working over semester breaks and during the summer
- Applicants who are eager, inquisitive, enthusiastic, open minded and like to dig into technical questions and answers

How to Apply:
To be considered for an interview, applicants must follow these steps:
1. Address your email to ISO3PRA@utsystem.edu.
2. Subject line of email must read: ISO Intern Fall 2019: <your first and last name>
3. Required documents to include as attachments:
   - Current resume
   - Cover letter expressing interest and key skills
   - Hours of availability and if able to work during the semester breaks

Additional Information:
Security sensitive position; background checks are conducted on applicant selected; signed Confidentiality Agreement.

EO/AA Statement:
The University of Texas System Administration 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 Employee Services.