Information Security Intern

Department: Office of Information Security
Institution: The University of Texas System Administration
Location: Remote or in-person at 210 W. 7th St., Austin, TX (subject to change based on COVID situation)
No. of Openings: 2
Hours per Week: 19.5
Work Schedule: Flexible M-F from 8am-5pm
Compensation: Minimum $15/hr for undergraduate students | Minimum $20/hr for graduate students
Start Date: June 1, 2021
End Date: August 6, 2021
Housing: Interns are responsible for their own housing
Housing at UT Austin available for UTSI Interns; rates to be provided
Required for Application: Resume and Cover Letter
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 six health institutions. The University of Texas System Administration is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About 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.

About the Internship
The University of Texas System Internship (UTSI) is a paid 10-week program that dovetails project-based work experience with a robust professional development program, mentoring and opportunities for self-reflection.

More Information

Program Goals
• Contribute to UT student career development & success through real work experience
• Develop collaboration skills for a diverse, multi-generational workforce
• Offer hands-on experience in the student’s field/function of study
• Provide a safe learning environment for professional development

Learning Objectives
Students will have the opportunity to develop their skills in (1) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking, (6) cybersecurity (including: understanding general information security concepts, identifying security risks and security program elements, cybersecurity technical skills and writing security policies and risk management plans). They will also (7) enhance their understanding of the field of higher education.

Position Description
Intern will assist the ISO in monitoring, tracking, prioritizing, responding to, escalating and documenting security events and incidents. Intern 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

Qualifications
Interested students should meet the following criteria:
- Currently enrolled in an undergraduate or graduate program at one of the 14 University of Texas institutions
- 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 365 suite of applications, primarily Excel, Word with Azure or cloud experience a plus
- 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
- Students looking for long-term employment in the information security field

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.

Working Conditions
Work is performed remotely. Uses personal computer and other standard office equipment. If remote, intern must provide personal computer and WiFi. A computer can be supplied if one is not readily available.
How to Apply
Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_ey3y8IdObeoUPTn

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 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 Human Resources.

Please direct questions to the Office of Human Resources.