Security Governance, Risk, & Compliance Intern, Office of Information Security

<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Information Security</th>
<th>Location:</th>
<th>210 W. 7th St., Austin, TX</th>
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<tbody>
<tr>
<td>Compensation:</td>
<td>$15/hour</td>
<td>Hours per Week:</td>
<td>19-40 (TBD/ Flexible)</td>
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<td>Housing:</td>
<td>Interns are responsible for their own housing</td>
<td>Orientation Date:</td>
<td>May 26, 2020</td>
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<td>Application Deadline:</td>
<td>March 25, 2020</td>
<td>Start Date:</td>
<td>May 27, 2020</td>
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<tr>
<td>Apply Online:</td>
<td><a href="#">UT System Internship Application</a></td>
<td>End Date:</td>
<td>August 7, 2020</td>
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<td>Required for Application:</td>
<td>Resume, Letter of Interest, 2 References</td>
<td>No. of Openings:</td>
<td>1</td>
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About UT System:
Established by the Texas Constitution in 1876, The University of Texas System consists of fourteen institutions. The [University of Texas System Administration](#) (based in Austin, Texas) is one of the nation’s largest systems of higher education.

About the Department:
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 is designed for rising Sophomores, Juniors and Seniors enrolled in UT System institutions. It is a paid, 11-week program that provides hands-on work experience in a professional setting for students exploring career options. The summer intern cohort (10-15 interns) will take part in a robust professional development curriculum, mentoring and regular feedback from supervisors to facilitate professional growth.

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 and (6) cybersecurity as well as enhance their understanding of the field of higher education.

Position Description:
The Governance, Risk, & Compliance Intern will assist the Assistant Chief Information Security Officer in creating, documenting and editing information security policies, procedures, reports and plans for System Administration. Student will work with the Sr. Security Risk Analyst to identify and rank the most critical risks to UT System Administration and monitor information-related access controls and data integrity violations.

The Governance, Risk, & Compliance Intern can expect to:
- Identify security risks to the organization through various monitoring tools and techniques
- Collaborate with the ISO team to develop and recommend appropriate measures to manage and mitigate risks and reduce potential impacts on information resources
- Contact department representatives to develop an understanding of business processes
- 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 department success
- Assist senior team members to measure compliance with security controls

Interns will have the opportunity to develop their skills in:
- Understanding general information security concepts
- Identifying security risks and security program elements
- Cybersecurity technical skills
- Writing security policies and risk management plans

Qualifications:
Interested students should meet the following criteria:
• Currently enrolled in an undergraduate program at one of the 14 University of Texas institutions
• Major or Minor in business or a technology-related degree program
• Must be able to maintain strict confidentiality

Preferred Qualifications:
• Experience with data analytics and manipulation, especially with large data sets
• Knowledge of security and privacy related regulatory compliance
• Prior experience in a security-related or compliance position and/or experience writing policies and procedures
• Applicants who are eager, inquisitive, enthusiastic, open minded and like to dig into technical questions and answers
• 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

Knowledge, Skills & Abilities:
• Basic to intermediate skills using information technology and computer systems, specifically Microsoft Office suite (Excel, Word, and PowerPoint)
• Able to offer attention to detail and accuracy in work produced.
• Ability to stay on task with a minimum of supervision and seek input from supervisor as needed
• 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
• Critical thinking skills and maturity in judgement

More Information:
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Working Conditions:
Work is performed in an office environment. Uses personal computer and other standard office equipment.

How to Apply:
Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_4OUvodDysoB7Ftj