

Information Security Intern – Security Operations Center



THE UNIVERSITY of TEXAS SYSTEM
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

Department:	Office of Information Security
Institution:	The University of Texas System Administration
Location:	Either remote or in-person at 210 West 7th Street, Austin, TX. NOTE: In-person means the intern is expected to live in the city where the office is located. Schedule may be hybrid with some days work from home and some days on-site.
No. of Openings:	1
Hours per Week:	19.5 hours per week
Work Schedule:	Shifts to be determined during standard Monday through Friday, 8AM - 5PM work week
Compensation:	\$19.5/hour
Orientation:	May 30 and 31, 2024
Start Date:	June 1, 2024
End Date:	August 9, 2024
Housing:	In-person interns and law clerks are responsible for their own housing Housing at UT Austin is available for those on-site in Austin; 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 nine academic and five 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 five 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 and (6) cybersecurity as well as (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. 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

Qualifications

Interested students should meet the following criteria:

- Currently enrolled in an undergraduate program at one of the [14 University of Texas institutions](#)
- 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

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
- Proven organizational skills and responsible work ethic
- Strong problem-solving skills and sound judgement
- Ability to maintain strict confidentiality
- Basic to intermediate skills using information technology and computer systems

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

Working Conditions

Work is performed in an office environment or remotely. Uses personal computer and other standard office equipment. A computer can be provided if one is not readily available.

How to Apply

Apply online at: https://utsystemck.gov1.qualtrics.com/jfe/form/SV_8xiZtbCXnT3KXs

Additional Requirements

- **Professional Development Program (PDP):** PDP sessions take place every Tuesday from 1-2:30PM CT. PDP sessions are *MANDATORY*. Students who will be taking classes or have other work/academic obligations at this time during the program dates should not apply.
- **Residency:** ALL interns & law clerks, including those working remotely, **must reside in the state of Texas** for the duration of the program.
- **Intern & Law Clerk Summit:** ALL interns and law clerks must be available to attend an in person Summit in Austin August 1 & 2. (Transportation and accommodations are provided by UT System.)

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 a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at oti@utsystem.edu.

Please direct questions to UTSI@utsystem.edu.