

The University of Texas at San Antonio

Job Description

Job Title: Enterprise Information Security Specialist
Code: 17525
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Office of Information Technology- Information Security
Reports To: Information Security Operations Officer

Summary

- Function: To provide assistance in the planning, coordinating and implementation of network security.
- Scope: Responsible for providing information systems and network security maintenance and support.

Duties

- Typical:
 1. Provide service, information and consultation to users/customers on systems security issues.
 2. Trouble-shoot problem areas and act as a liaison between users and technical staff to address access/security issues.
 3. Assist with audits of information systems and networking infrastructure.
 4. Represent the Office of Information Security on project teams.
 5. Administer edge network appliances as directed.
 6. Capable of self-directed professional development.
 7. Maintain knowledge of network architecture at the institution.
 8. Act as a key member of the incident response team.
 9. Perform basic malware analysis.
 10. Monitor security appliance baselines and thresholds.
- Periodic:
 1. Perform additional duties as assigned.

Education

Required	Preferred
Associate's Degree from an accredited institution.	Bachelor's degree from an accredited institution in Computer Science or Networking or Information Security.

Other Requirements

Required	Preferred
Demonstrated knowledge of data networks and security.	
Excellent written and oral presentation skills.	
Experience with Palo Alto Networks and GigaMon.	
One or more of the following credentials: ICS2 CISSP SANS GIAC, CompTIA Security+, ISACA CIS	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two or more years of experience with network security.	

Equipment

Required	Possible
Personal computer and standard office equipment.	

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours may be necessary.

Supervision

Received	Given
General supervision from reports to.	May directly or indirectly supervise support staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
