

The University of Texas at San Antonio

Job Description

Job Title: Senior Information Security Instructor
Code: 19285
Salary Grade: 64
FLSA Status: Exempt
Department/Division: Center for Infrastructure Assurance & Security (CIAS)
Reports To: Assistant Director

Summary

- Function: To provide advanced technical, specialized and/or state-of-the-art information assurance and security training to enhance the capacity of communities, states and local jurisdictions to prevent, deter, and respond safely and effectively to incidents of cyber terrorism.

- Scope: Responsible for developing and teaching high quality training at the awareness, performance and planning/management levels using direct delivery, train-the-trainer and computer-based training platforms.

Duties

- Typical:
 1. Develop course materials/exams/evaluations/course design documents/agendas/curriculum for training courses (beginning, intermediate, advanced, customized).
 2. Develop lab materials/computer environments/instructor materials for training (beginning, intermediate, advanced, and customized).
 3. Teach a wide variety of audiences from technical professionals at various technical levels to basic users of technology at various technical levels.
 4. Evaluate existing course curriculum within communities, states and local jurisdictions and make recommendations or adjustments to improve quality and/or effectiveness of the course.
 5. Conduct a needs analysis for an individual/ organization/ community to enhance their security posture.
 6. Compile statistical information/prepare reports for funding agencies.
 7. Perform additional duties as assigned.

- Periodic:
 1. Research and learn new security tools and stay appraised of latest technology trends to be able to incorporate information into course materials as applicable.

2. Attend conferences and speak at conferences relating to information assurance to represent the CIAS

Education

Required	Preferred
Bachelor's Degree from an accredited institution. Experience can substitute for education requirement.	Bachelor's Degree from an accredited institution in computer science, information technology, or information systems.

Other Requirements

Required	Preferred
Expert knowledge of security policies and procedures/best practices/tools.	N/A
Ability to provide leadership and technical expertise to communities, states and local jurisdictions in identifying, developing, conducting, planning, training projects.	
Ability to train at an expert technical level and then transform technical materials into management training and non-technical materials for community leaders.	
Expert public speaking skills. Excellent verbal and written communication skills. Excellent organizational skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of network, system administration, network security, or relevant technical training experience.	Certification in network technology or information security (CCISP, CISM, CISSP, CSP, etc.)

Equipment

Required	Preferred
Knowledge of personal computers, servers, Microsoft Office software suite, various security hardware and software and standard office equipment.	N/A

Working Conditions

Usual	Special
Standard office and computer lab environment.	Frequent travel outside the local area.
Work performed on multiple projects concurrently.	
Duties require standing for long periods of time.	
Must be able to lift 40 pounds with or without reasonable accommodation.	

Supervision

Received	Given
Exercises independent judgment based on extensive technical or specialized knowledge and experience.	May delegate assignments and provide on the job supervision to assigned personnel.

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.