

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Information Security Instructor II  
Code: 19286  
Salary Grade: 63  
FLSA Status: Exempt  
Department/Division: Center for Infrastructure Assurance and Security (CIAS)  
Reports To: Assistant Director, CIAS

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## *Summary*

- Function: Commitment to providing technical, specialized and/or state-of-the-art information assurance and security training for a variety of audiences in local jurisdictions and in communities and states across the nation.
- Scope: Responsible for using discretion and independent judgment in the identification and definition of client needs.

## *Duties*

- Typical:
  1. Develop course materials, exams, evaluations, course design documents, agendas and curriculum for training courses (beginning, intermediate, advanced, customized).
  2. Develop lab materials and computer environments to conduct the labs/instructor materials for training (beginning, intermediate, advanced, and customized).
  3. Ability to teach a wide variety of audiences. Instructor must have the breadth to train technical professionals of all levels and users of technology at all levels.
  4. Assist in developing course curriculum and make recommendations or make adjustments to improve quality and/or effectiveness of the course
  5. Assist in conducting a needs analysis for an individual, organization, and community to enhance their security posture.
  6. Provide technical expertise in identifying, developing, conducting, planning, training projects.
  7. Ability to train at an advanced technical level and then transform technical materials into management training and non-technical materials for community leader.
  8. Compile statistical information and prepare reports for funding agencies.
  9. Capable of public speaking.
  10. Knowledge of security policies, procedures and best practices.
  11. Perform additional duties as assigned.

- Periodic:
  1. Research and learn new security tools and stay appraised of latest technology trends.
  2. Attend conferences and speak at conferences relating to information assurance to represent the CIAS.
  3. Must be able to travel extensively.

***Education***

| <b>Required</b>   | <b>Preferred</b>  |
|---|---|
| Bachelor's Degree from an accredited institution. Experience can substitute for education requirement at the department's discretion. | Bachelor's Degree from an accredited institution in computer science, information technology, or information systems. |

***Other Requirements***

| <b>Required</b>                  | <b>Preferred</b> |
|----------------------------------|------------------|
| Criminal Background Check (CBC). | N/A              |

***Experience***

| <b>Required</b>  | <b>Preferred</b>  |
|--|---|
| Three years of network, system administration, or network security experience. | Certification in network technology or information security (CCISP, CISM, CISSP, CSP, etc.) |

***Equipment***

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

***Working Conditions***

| <b>Usual</b>  | <b>Special</b> |
|---|----------------|
| Standard office and computer lab environment. Work performed on multiple projects concurrently. | N/A            |

***Supervision***

| <b>Received</b>  | <b>Given</b>   |
|--|--|
| 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.