

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Information Security Instructor I  
Code: 19287  
Salary Grade: 59  
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. Assist in the development of course materials, exams, evaluations, course design documents, agendas and curriculum for training courses (beginning, intermediate, advanced, customized).
  2. Assist in the development of lab materials/computer for courses (beginning, intermediate, advanced, and customized).
  3. Assist in developing course curriculum and make recommendations to improve quality and/or effectiveness of the course.
  4. Provide support in conducting a needs analysis for an individual, organization and community to enhance their security posture.
  5. Assist with technical expertise in developing and conducting training projects.
  6. Ability to train at a technical level and then transform technical materials into training for communities.
  7. Maintain and coordinate training records such as attendance. Responsible for compiling statistical information.
  8. Practical understanding of security policies and procedures/best practices/tools.
  9. Performs additional duties as assigned.
- Periodic:
  1. Research and learn new security tools and stay apprised 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>
Associate’s Degree from an accredited institution. Experience can substitute for education requirement at the department’s discretion.	Bachelor’s Degree from an accredited institution.

**Other Requirements**

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Certification in computing, networking, or security (A+, Security +)

**Experience**

<b>Required</b>	<b>Preferred</b>
One year experience in network, system administration, network security or relevant technical training environment.	N/A

**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.