

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Information Security Specialist  
Code: 19277  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Office of Information Technology  
Reports To: In accordance with specific departmental policies

---

## *Summary*

- Function: To plan and assist in the planning, coordination and implementation of information technology infrastructure security.
- Scope: Responsible for providing security access, maintenance and development of user access databases relating to information systems.

## *Duties*

- Typical:
  1. Assist in performing application and operating system security assessments.
  2. Builds and maintains user profiles.
  3. Provides service, information and consultation to users/customers on systems security issues.
  4. Trouble-shoots problem areas and act as a liaison between users and technical staff to address access/security issues.
  5. Works closely with applications team and users on application testing specific to systems access and security.
  6. Plans and conducts audits of information systems and databases.
  7. For assignments in I/T , position creates and maintains access accounts for authorized users.
  8. Performs additional duties as assigned.
- Periodic:
  1. Attends meetings and trainings.
  2. Perform yearly audits with profile owners.

***Education***

<b>Required</b>	<b>Preferred</b>
Associate's Degree from an accredited institution.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated knowledge of database structures.	Working knowledge of BANNER.
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of customer service experience to include experience with databases and database structures.	Similar experience with BANNER.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional evening and weekend hours may be necessary.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from Manager.	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.