

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Senior Information Security Project Lead, CIAS  
Code: 19284  
Salary Grade: 65  
FLSA Status: Exempt  
Department/Division: Center for Infrastructure Assurance and Security (CIAS)  
Reports To: Assistant Director

---

## *Summary*

- Function: Lead technical projects and meetings of groups with varied skill sets from layman to expert in diverse environments such as community and private sector leadership, critical infrastructure, emergency response, government, military and IT industry across the nation.
  
- Scope: Diverse environments such as critical infrastructure, emergency response, government, military and IT industry across the nation.

## *Duties*

- Typical:
  1. Lead technical projects and meetings of groups with varied skill sets from layman to expert, in diverse environments such as community and private sector leadership, critical infrastructure, emergency response, government, military and IT industry across the nation.
  2. Present technically feasible cyber/physical/blended attacks across diverse communities and environments and present scenarios to broad audiences with varied skill sets.
  3. Contribute to standardization, with creation and update of new materials and presentations for use in cyber exercises using Microsoft Office programs such as Word, Excel and PowerPoint.
  4. Coordinate with exercise facilitation team to provide best possible product and presentation.
  5. Provide event logistics, moderation, facilitation and team leadership for cyber exercises.
  6. Provide analysis and subject matter expertise and best practices advisement to assist in improving security postures of exercise participants.
  7. Website development and design to include developing web based training using Adobe Captivate.
  8. Update existing training and exercise offerings to Section 508

<p>Compliance.</p> <p>9. Responsible for maintaining the Learning Management System.</p> <p>10. Design courses for FEMA using ADDIE process.</p> <p>11. Edit and compose video using Adobe Premiere and create special effects and animations using Adobe After Effects.</p> <p>12. Responsible for research and development of Community Cyber Security Maturity Model (CCSMM).</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> <li>1. Coordinate with training program to facilitate seamless integration of follow-on training.</li> <li>2. Assist in training, mentoring and leadership of technical and exercise personnel.</li> <li>3. Other duties as assigned.</li> </ol>
--

***Education***

<b>Required</b>	<b>Preferred</b>
Master’s Degree from an accredited institution. A Bachelor’s degree and two additional years of experience can substitute for a Master’s degree.	Master’s Degree from an accredited institution in computer science, information technology, information systems, or business.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check.	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of project management experience.	Eight or more years of project management experience in Information Security or Information Technology fields. 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 assigned duties.
-------------------------------------

***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.
---