

The University of Texas at San Antonio

Job Description

Job Title: Information Security Trainer
Code: 19288
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Information Security Office
Reports To: Assistant Director – Information Security

Summary

- Function: To provide support in general training activities for the Information Security Office.
- Scope: Responsible for ensuring employee awareness of UTSA information security issues and development of programs to ensure continued UTSA information security.

Duties

- Typical:
 1. Develops training programs, tools, and materials to support office needs.
 2. Coordinates with management to assess and prioritize training needs.
 3. Develops and implements a monitoring system for training activities.
 4. Attends/presents materials to internal and external audiences.
 5. Maintains current knowledge of Federal, State, System, and Institutional policies and regulations regarding Information Security.
- Periodic:
 1. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution in Computer Information Systems, Information Security, Education, or Computer Science.	N/A

Other Requirements

Required	Preferred
General enterprise network knowledge, TCP/IP knowledge, OS knowledge including Windows XP/Vista/2003/Windows 7, MAC OS, Unix, Linux.	N/A
Effective written and verbal communication skills, multi-tasking skills and the ability to work cooperatively with others in a dynamic environment.	

Experience

Required	Preferred
Four years of experience to include two years of information security experience and two years of training/teaching experience.	Some programming experience.

Equipment

Required	Preferred
Personal computer, audiovisual equipment, and standard office machines.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Direct supervision from the Assistant Director of Information Security.	N/A

Accuracy

Proficiency in all phases of the duties performed.
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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.