The University of Texas at San Antonio

Job Description

Job Title: Trainer, Cyber Range

Code: 19351

Salary Grade: 62

FLSA Status: Exempt

Department/Division: COB Center for Professional Excellence

Reports To: Director, Cyber Range

Summary

- Function: This position requires working with the Director of the Cyber Range, to conduct training sessions, and train and supervise any supporting training personnel. Additionally, this position maintains technology for the Center of Professional Excellence, and oversees the daily performance of computer systems in the CPE and Cyber Range.

Duties

- Typical:
  1. Conduct training sessions in the cyber range in support of commercial clients, UTSA students and UTSA faculty researchers. Training may require some evening or weekend support.
  2. Monitor student performance during training simulations and lead facilitated debrief discussions with students after the simulations, evaluating their performance and providing feedback.
  3. Work with the Director of the Cyber Range to develop course assessments, monitor results and make appropriate improvements in courses.
  4. Work with the Director of the Cyber Range to evaluate course content and identify opportunities to improve simulation experience.
  5. Train and supervise any supporting training personnel.
  6. Maintain all technology in the Center for Professional Excellence (CPE)
  7. Work with UTSA OIT to maintain operations and respond to any technology-related issues in a timely manner. This may require being on call on Saturday's during EMBA and Executive Education program offerings.
  8. Work with faculty and staff regarding computer software or hardware operation to resolve problems.
  9. Oversee the daily performance of computer systems in the CPE and Cyber Range.
  10. Set up equipment for faculty and staff use, performing or ensuring proper installation of hardware, operating systems, and appropriate software.
  11. Initiate a survey for training sessions after course completion in coordination with clients.
  12. Prepare an effective schedule of all training sessions and prepare required

programs to provide informal and formal training and prepare the required documents.
13. Collaborate with clients and provide access to all web portal and VPN credentials needed to join classes remotely.
14. Analyze all training requirements and develop appropriate strategies to improve programs; monitor and analyze software releases on the training platform and facilitate any upgrades with vendors.

- Periodic:
  1. Develop understanding of all range assets and maintain the Cyber Range.
  2. Develop and maintain thorough understanding of all Cyber Range scenarios and related software.
  3. Develop, review and improve all instructional assets and materials.
  4. Develop training materials and procedures, or train users in the proper use of hardware or software.

Education

Required	Preferred
Bachelor's Degree in Information Technology, Information Systems, or Computer Science from an accredited institution.	Bachelor's Degree in Cyber Security

Other Requirements

Required	Preferred
- One year of experience with learning management software. - Great interpersonal and communication skills. - Excellent decision making and organizational skills. - Computer and Software Skills - Microsoft Office, Adobe Creative Suite (Premier Pro, Photoshop, Illustrator, and InDesign), Apptivo (or similar CRM software), Slack, Canvas, Marketplace, web/HTML, Solstice, Blackboard, Zoom, Camtasia.	

Experience

Required	Preferred
Two years previous experience as a trainer, corporate training specialist or related position as a Cyber Security or Network Trainer.	Understanding of effective teaching methodologies and tools.

Equipment

Required	Possible
Personal computer and standard office equipment.	

Working Conditions

Usual	Special
Normal office conditions.	May require some evening or weekend hours.

Supervision

Received	Given
General supervision from immediate supervisor.	May supervise assigned 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.