

The University of Texas at San Antonio

Job Description

Job Title: Senior Competition Development Coordinator
Code: 19387
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Center Infrastructure Assurance & Security (CIAS)
Reports To: Associate Director Special Projects

Summary

- Function: To provide for the design, development, and deployment of sponsorship programs for CIAS cyber competition programs. Serves as National Collegiate Cyber Defense Competition (NCCDC) community manager.
- Scope: Responsible for developing and managing sponsorship programs for CIAS competition efforts. Manages CIAS competition-related social media presence.

Duties

- Typical:
 1. Develops sponsorship programs for all CIAS cyber competitions including marketing plans, sponsorship levels, and all associated processes and procedures.
 2. Evaluates technology submissions for inclusion in competitions.
 3. Coordinates with regional/state competition entities where appropriate.
 4. Assists in the development of competition scenarios to include inclusion of sponsor technologies.
 5. Identifies potential sources of competition funding and coordinates efforts to secure funding.
 6. Manages relationships with current, past, and future sponsors.
 7. Serves as NCCDC community manager by coordinating and overseeing all social media activity including but not limited to Facebook, Twitter, web sites, meet ups, hang outs, etc.
 8. Performs other duties as assigned.
- Periodic:
N/A

Education

Required	Preferred
Bachelor's Degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Strong technical background and familiarity with Windows and Linux operating systems.	N/A
Excellent verbal and written communication skills.	
Ability to work with team under strict guidelines.	
CBC Required	

Experience

Required	Preferred
Three years of experience developing or managing efforts for cyber or technical competitions. (Or High School and three years of experience developing or managing efforts for cyber or technical competitions and four years of experience in systems administration, cyber security or telecommunications).	Five years of experience developing or managing efforts for cyber or technical competitions. (Or High School and five years of experience developing or managing efforts for cyber or technical competitions and four years of experience in systems administration, cyber security or telecommunications).

Equipment

Required	Preferred
Use of personal computer, Microsoft Office and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Occasionally required weekend and evening work.
	Requires travel to conference and sponsor facilities.

Supervision

Received	Given
General supervision from Associate Director of Special Projects, CIAS.	May directly or indirectly supervise assigned staff.

Accuracy

Proficiency in all phases of duties performed.

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.

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.