

## **Information Security Specialist**

### **Job Code 50020633**

#### **General Information**

Responsible for assisting in promoting and implementing security best practices.

#### **Examples of Tasks**

Coordinate risk analysis and assessment engagements and activities.  
Document vulnerability and penetration test results.  
Conduct routine security scans of campus technology resources.  
Organize records and develop metrics for analyzing security events and trends.  
Create data analyses and security documentation.  
Facilitate security-related events, training, materials, and programs.  
Schedule, track, coordinate, and follow-up on annual and ad hoc device registration and risk assessment activities.  
Maintain status and completion records.  
Assist in formulation of annual State of Information Security Report.  
Identify and recommend process improvements.  
Execute network/service monitoring scripts according to pre-determined schedules and ad hoc as needed.  
Identify and route/escalate potential vulnerabilities, exposures, and anomalies uncovered by the scripts.  
Develop, maintain, and execute search engine scans against internal Texas State resources to identify exposures of confidential or sensitive university information.  
Review security log files for anomalies and potential security issues.  
Receive initial security inquiries and policy violation reports via IT Security email, telephone, and social media contact points.  
Participate in audits of devices and facilities to determine compliance with required security standards.  
Conduct research and distribute follow-up communications to ensure completion of remediation action items.  
Escalate inquiries as necessary to ISAs or ISO.  
Facilitate broad dissemination of security notices and alerts.  
Develop and distribute awareness materials and provide general support for awareness programs.  
Perform other duties as assigned.

#### **Knowledge, Skills and Abilities**

**Knowledge of:** Laws, standards, guidelines, and policies, related to information security Internet search engines, web browsers, and web content management software, MS Office suite.

**Skill in:** Preparing documentation and reports, communicating effectively with others and building rapport, prioritizing workload.

**Ability to:** Read and understand reference materials, system logs and alerts, perform basic math, communicate effectively with non-technical persons, determine methods for rendering data, work under pressure.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

**Other Requirements**