

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Office of Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006018 JOB CODE TITLE College Intern JOB CODE 99940	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Information Security College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR N/A Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	80	Works with the Information Security Engineering team; assists in the deployment of security-related technologies (e.g. antivirus, network security controls, security monitoring systems, etc.); compiles data and creates reports; assists with monitoring of security systems; assists with the tuning of security software; assists with the maintenance and installation of security-related hardware and software	Knowledge of: (1) basic system administration, network, and operating system hardening techniques; (2) *common network tools (e.g., ping, trace route, nslookup, etc.) (3)* systems architecture and engineering techniques; (4) * new and emerging IT and information security technologies; Skilled in: (5) operation of microcomputers & peripheral equipment; (6) use of Office Suite software Ability to: (7) define problems, collect data, establish facts & draw valid conclusions; (8) interpret a variety of instructions in written or oral form; (9) deal with many variables & determine specific actions; (10) organize information from a variety of sources into clear, concise, accurate & meaningful summaries; (11) communicate orally & in writing on technical & non-technical matters; (12) use proper research methods in gathering data.	
	20	Performs other related duties as needed: represents the Office of Information Security and Privacy to internal and external customers;	Knowledge of: 1, 2, 3, 4 Skill in: 5, 6 Ability to: 7, 8, 9, 10, 11, 12 Preferred major of study: Information Security; Cyber Security, Information Technology Preferred completed course work: Intrusion Detection, Security Engineering, Security Architecture, Information Security, Networking * developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/15/2015