# Request for New Student Assistant

**Team and/or Unit:** LITS Enterprise Security  
**Position Title:** Threat, Incident, and Vulnerability Management (TIVM) Information Security Student Assistant  
**Classification Level:** 4  
**Hourly Rate:** $9.50  
**Available openings:** 1  
**Hours per week:** 15-20  
**Specific time periods required, if any:** Mornings and/or Afternoons  
**Work Schedule:** Monday-Friday

## Responsibilities/Duties:

The Information Security Student Assistant position works within Emory's Enterprise Security department within LITS. Duties may include, but are not limited to:

- Data and alert analysis  
- Assisting in enterprise projects and operational efforts related to information security  
- Performing tactical (non-academic) research pertaining to information security metrics or problem solving  
- Creation of documentation and/or information security awareness materials  
- Maintaining computer systems and/or applications

Successful candidates must be dependable, punctual, and have the ability to work independently on assigned tasks with minimal supervision.

## Requirements:

- Computer Science major preferred or other applicable computer/network related skills or experience  
- Must be an enrolled Emory undergraduate or graduate student  
- Advanced knowledge of Windows or Linux operating systems  
- Strong written and verbal communication skills  
- Understanding of basic information security principles preferred

Pay level is variable depending on the candidate’s education level and/or experience, with level 4 being the minimum.

**Interviewer Name:** Derek Spransy  
**Contact Number and/or Email:** derek.spransy@emory.edu / (404) 712-8798

**Form Submitted by:** Brad Sanford  
**Date:** 8/26/2015

LHR/Students/Form/Request for Student Assistant 3/2014