Classification Description

Job Title: Cybersecurity Student Assistant **Pay Grade:** TEMP

Job Code: 8100A **FLSA Status:** Non-Exempt

Job Purpose

Cybersecurity Student Assistant tasks vary depending on the area of assignment within the Office of Information Technology. General examples of tasks include, but are not limited to, researching cybersecurity standards, providing recommendations, assisting in the development of cybersecurity initiatives, remediation efforts, and assessments. This position requires advanced knowledge of computer networking, security, and technology.

General Responsibilities

Essential Functions

Works with the Directors within Information Technology on security-related tasks and research in the following areas: Network & Infrastructure, Application Development, and Information Security.

Assists in performing security audits in IT-related to user access.

Researches security mitigation solutions and provides recommendations.

Assists in the analysis and creation of documentation related to NIST and CIS Standards applicable to FSW.

Conducts research to troubleshoot hardware, software, or networking issues.

Conducts research to assist Security Operations Center (SOC) analysts (Information Security Officers) in their intelligence mission.

Develops "How-to" guides for employees to leverage features of available tools.

Creates visual diagrams or graphics to aid understanding of Information Security work products.

The College expects all employees:

- To deal with others in a professional manner

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- To perform assigned tasks in an efficient manner
- To be punctual
- To dress professionally and exercise proper grooming and personal hygiene
- To demonstrate a considerate, friendly and constructive attitude toward fellow employees
- To adhere to the policies adopted by the College

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

High School diploma or equivalent.

Currently enrolled FSW student in good standing.

The Student Assistant must maintain enrollment and SAP requirements. The Student Assistant must also communicate with supervisors regarding any changes in availability or academic status.

Knowledge and understanding of computer systems, networks, security mitigation tactics, cybersecurity threats.

Demonstrated ability to:

- Think critically and creatively, maintain a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of basic operational analysis techniques.
- Make presentations to various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students, and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and contribute to team efforts.

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- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and work effectively with diverse populations.

Critical Skills/Expertise

All employees are expected to:
- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office; on occasion working outdoors.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: February 11, 2026.