## **Position Description**

Read each heading carefully before processigned. Send the original to the Division of CHECK ONE:   NEW POSITION  I		nple, brief, and compl	ete. Be certain the form is	
PART 1 - Items 1 through 12 to be com	pleted by department head	l or personnel office	•	
Agency Name     Pittsburg State University	9. Position Number	10. Budget Program Number		
2. Employee Name (leave blank if position Student Internship – I.T. Security	n vacant)	Present Class Title (if existing position)  (Part Time Temporary)		
Division     Administration and Campus Life		12. Proposed Class Title		
4. Section Information Services 5. Unit		HRS USE ONLY 13. Allocation 14. Effective Date		
6. Location (address where employee works) City Pittsburg County Crawford 7. (check appropriate boxes) Full time Perm. ☐Inter ☐Part time ☐Temp. %		15. By  16. Audit Date: Date: 17. Position Reviews Date:	Approved  By: By: Date:	
8. Regular hours of work: FROM: 08:00 AM TO:04:30 PM AM AM		Date:	Date:	
PART II - To be completed by departme	ent head, personnel office	or supervisor of the	position	
18. If this is a request to reallocate a posi added by law or other factors which c  Internship Position for Student with in	changed the duties and responserest in I.T. Security	nsibilities of the positi	on.	
<ul><li>19. Who is the supervisor of this position? charge.)</li><li>Name</li><li>Tim Pearson</li></ul>	Title Asst. Director	Position Number Unclassified	·	
Who evaluates the work of an incumb Name Tim Pearson	pent in this position? <b>Title</b> Asst. Director	Position Number Unclassified		
20. a) How much latitude is allowed emp				

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The Student will be accompanying and assisting the OIS I.T. Security Officer. The student will learn about existing I.T. Security Standards documents that guide PSU in developing various I.T. security practices and policies. The student will participate in drafting written policies. The student will be involved in creating documentation to support compliance with various I.T. Security policies. Excellent English writing, grammar, and spelling skills combined with a robust vocabulary are all essential elements for success in this position.

21. Describe the work of this position <u>using this page or one additional page only.</u> (Use the following format for describing job duties:)

**What** is the action being done (use an actin verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

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Task and		
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Task #	Percent	
1	30%	Assists in analyzing existing standards documents
2	30%	Creates I.T. security policy drafts for review by the Security Officer
3	30%	Creates compliance documentation for OIS to show policy compliance.
4	10%	Other duties as required

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Signature of Employee Date		_	Signature of Personnel Officer	Date
		Approved:		
Signature of Supervisor	Date		Signature of Agency Head or Appointing Authority	Date