Organization Overview

Tufts University is a leader in American higher education, distinctive for its success as a moderately-sized university that excels at research and is committed to providing students with a personal experience. Tufts is known for its academic blend of research and liberal arts, with three main campuses, including a medical school, dental school, and veterinary school. These practices create a unique combination that attracts faculty, staff and students who thrive in an environment of curiosity, creativity and engagement.

Tufts Office of Information Security Overview

The Office of Information Security (OIS) is a university-wide service organization dedicated to promoting and enabling the use of Tufts information and services to support the University’s academic, research, and scholarship mission in an appropriate, responsible, and secure manner. Our responsibilities include; protecting the confidentiality, integrity, availability, and Information Security resiliency of Tufts information, critical business processes, and supporting infrastructure in support of delivering the Tufts University mission.

Internship Description

The Office of Information Security has a unique opportunity for a highly motivated student who is interested in Information Security/Info Security. The Information Security Operations Analyst role is for the person who is intrigued by the world of Information Security threats and countermeasures and/or you are into how computers, networks, and software work and want to learn more by going in the Information Security realm.

The Information Security Operations Analyst intern will be responsible for evaluating and participating in the development and maintenance of the Information Security operational response program’s set of standard response playbooks, in coordination with the rest of the Information Security directorate and Tufts Technology Services. The
Information Security Operations Analyst intern will report to the Associate Director of Information Security and will work closely with the Information Security Engineering staff to ensure operational services are deployed correctly, operating efficiently, and optimized for automation. This position is responsible for participating in the development and deployment of incident response workflows, documented processes, and creating training for security operations on these procedures. While the focus of this internship is specific to the Tufts University Information Security landscape, the skills gained can be used in any organization’s security operations center and will be great to add to your resume!

**Internship Responsibilities**
Under close supervision and guidance, responsibilities include:

- Perform tasks to support the Information Security mission and scope of responsibilities to include security consulting for projects and programs, investigations and forensic evidence collection, threat research and management, compliance programs, security awareness training, security operations research and incidents, and other duties as needed.
- Write detailed project documentation, including scopes of work and closeout documentation.
- Building and maintenance of the Information Security operational response program playbooks and workflows.
- Create summaries of data research and prepare and maintain records demonstrating project processes, decisions, and all resulting management actions. This will include creating and maintaining high quality audit records within a Security Orchestration, Automation, and Response (SOAR) platform.
- Participate in meetings with multi-disciplinary project teams.

**Basic Qualifications**

- Basic math skills, including algebra and geometry
- Has performed some tasks on your own or taken a class on computer, network, or software configuration or administration
- Logical, concise writing skills
- Ability to write in a clear and understandable voice
- Ability to efficiently manage time, multi-task as needed, and effectively navigate shifting priorities
- Flexibility and adaptability to work effectively as a member of a team as well an ability to work independently
- Strong communication and interpersonal skills; the ability to work effectively with individuals at all levels of the organization
- Attention to detail and commitment to quality
- Customer focus
- Creativity and entrepreneurial thinking
- Critical thinking and problem-solving skills
- Ability to write in a clear and understandable voice
- Ability to work in sitting and standing positions, lift and carry 25 pounds. Color vision, the ability to adjust focus on projection systems and the ability to discern audio tones required

**Desired Qualifications**

- Ability and desire to learn independently when given a set of resources to draw from
- Scripting languages or code development for task automation
- Familiarity with security tasks such as: virus cleanup/antivirus management, password or access management, patching, log analysis, firewalls, SPAM, vulnerability scans, VPNs, etc.