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 cybersecurity resiliency of Tufts information, critical business processes, and supporting infrastructure in support of delivering the Tufts University mission.

Come join our collaborative, flexible work environment, where leadership is valued at all levels of the organization, and opportunities abound to work with leading technologies and learn new skills.

Internship Description

The Office of Information Security has a unique opportunity for a highly motivated student who is interested in Cybersecurity/Info Security and website design. The Cybersecurity Website Communications intern will be responsible for helping to create a fresh approach to the section of the website and communications for the Office of Information Security. This internship will give you the opportunity to dive into the field of Information Security at Tufts and develop a suite of webpages to ensure the community is aware of and makes use of the broad range of Information Security resources, advice, and services available to them at Tufts. This role will report to the Director of Information Security and work under the guidance of the Manager for Service Marketing and Communications for TTS to ensure that branding and messaging is aligned with that of the overall department. The work will be performed in collaboration with
TTS Marketing and Communications and the Information Security team experts. As an intern, you will not only assist us in developing a comprehensive communications program (including supporting webpages) for the Office of Information Security, but you will learn how to work collaboratively across disciplines, how to build digital resources for marketing services, and the tools needed to develop these programs. You will also have a completed project to add to your resume at the end of your internship!

Responsibilities
Under close supervision and guidance, responsibilities include:

- Inventory and analyze the current suite of Information Security websites.
- Develop a website communications plan for the Office of Information Security.
- Update and enhance a comprehensive website presence to showcase and advertise services.
- Revise, edit and publish service content on website.
- Assist in developing campaigns related outreach, events, vendor relations, email messaging, and social media.
- Participate in project teams, as appropriate.
- Perform other duties as required.

Basic Qualifications
- Understanding of basic marketing principles
- 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 as 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
- Understanding of basic website creation

Desired Qualifications
- Ability and desire to learn independently when given a set of resources to draw from
- Experience with digital content editing in website development platforms (i.e. WordPress, Drupal)
- Experience with Adobe Creative Suite (i.e. InDesign, Photoshop)