



Internship Announcement

Dept.: State Accounting Office
Division: TeamWorks
Job Title: IT Security Policy Writer

Salary: \$13/hr
Job Code: N/A
Position: Part-Time; Paid

Overview of the State Accounting Office

SAO provides accounting and financial reporting expertise for the State and is responsible for statewide financial reporting, oversight and management of the State's ERP system, accounting policy, business process improvement recommendations, and management of the SAO Shared Service Center.

The Financial Systems Division (TeamWorks) provides customer service and operates, supports, monitors, and continually improves the State's enterprise financial accounting, payroll, and human capital management systems (Enterprise Systems) which are available for use by all State organizations in Georgia. Enterprise system improvements are periodically required in response to legislative mandates or other external requirements, to enhance user efficiency, or to address the related business needs of the organizations regarding financial, payroll or human capital matters.

As a custodian of Enterprise financial data and personal information of employees of the state of Georgia, SAO has the responsibility to protect the data. If data is not protected, it may be compromised and consequences of such security breaches are severe. Policies and procedures must be in place to protect the work place from intruders, protect computers from virus attacks, responding to security incidents, disaster recovery and business continuity, etc.

Essential Duties and Responsibilities:

The IT Security Policy Writer intern will directly assist the Deputy CIO with writing security policies for SAO, such as, Incident response plan, Enterprise Security policy, System Security plan, etc. This internship is designed to be both practical and educational.

Duties will include:

- Reviewing the security recommendations by third party assessment.
- Drawing up lists and timelines to create security policies
- Perform original research and create new security policies
- Assist and participate in conducting an IT incident response exercise

Internship Requirements, Skills and Abilities:

- **Ability to work 20 to 25 hours per week for a minimum of eight weeks required**
- Self starter with excellent written and verbal communication skills
- Ability to establish and maintain effective working relationships with others
- Ability to conduct research, analyze findings and apply practically to current environment.

Education/Training/Experience:

Minimum Training & Experience:

- Rising Junior or Senior currently enrolled in an undergraduate Computer Science, Information Technology, etc. program with an interest in Information/Cyber Security
- Proficient in Microsoft Office and internet applications

Preferred Qualifications:

- Previous exposure to information security principles

What's in it For You?

- Practical, hands-on information security experience
- Learn the Importance of security and its management for any organization
- Learn FISMA framework and NIST security controls
- Learn to select appropriate techniques to solve problems in the discipline of information security management
- Exposure to public sector employment
- The opportunity to contribute to substantial projects
- Ability to earn experiential learning credit (if applicable)

How to Apply:

Please submit a cover letter letting us know why you'd like to intern with The State Accounting Office along with your resume to monique.jenkins@sao.ga.gov.

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered; however, only those selected for an interview will be contacted. Applicants who are not selected will not receive notification.

This internship is subject to close at any time once a satisfactory applicant has been identified.

For more information about this internship contact: monique.jenkins@sao.ga.gov.