

Intern Job Posting – contact Laura Baker info@cyberwyoming.org with questions.

Cybersecurity Business Counselor Part-time Internship

The CyberWyoming virtual internship program's goal is to use an existing program, the Wyoming Cybersecurity Competition for Small Businesses, to build the intern's knowledge, skills and abilities towards an IT Auditor career. The Competition is essentially using an internal audit framework to build a security awareness program in a small business.

Selection Criteria:

- Must be at least 18 and legally able to sign a confidentiality agreement.
- No technical experience is necessary, but some business or accounting experience is preferred. MS Office suite experience is preferred.
- Interest in the field of cybersecurity is a must.
- Must be able to work at least 20 hours a week.
- Must have internet connectivity and a laptop or desktop and a private area to work.
- Good business phone and written skills are required. A cover letter and resume is required as well as a minimum of two phone interviews with CyberWyoming to discuss the position and the goals of the internship.
- Provide 3 references, 2 professional and 1 personal.
- Knowledge of the video conferencing platform, Zoom, is preferred.
- Must be Wyoming resident.

Preferred Hire Dates for Intern: January – mid-Oct

Location: virtual

Training Objectives:

- Working from home securely, using your home network as an example
- CyberWyoming's security policies and procedures

Competition

- 5 days of training for the CBC (Cybersecurity Business Counselor)
- Job shadowing for the competition until the intern is ready to take over responsibilities, including
 - Small Business Surveys
 - Small Business Team Strength and Weaknesses
 - NIST (National Institute of Standards and Technology) Based Cybersecurity for Small Businesses Wyoming Grown Checklist
 - Small Business Current Situation Report
 - On the job research techniques and resources
 - Project Management Techniques to Manage Participants in the Competition
 - On the job research techniques and resources
 - Small Business Security Policy Writing
 - Small Business Cybersecurity Maintenance Planning
 - Small Business Cybersecurity Training Program Planning
 - Judges Reports for the Competition
 - Attendance at Wyoming's Cybersecurity Conference to see the Winners Speak

Requirements

Virtual internship: Required meetings with mentors at least 3 times per week, focused on education and on-the-job training.

Evaluation schedule: pre (early January), mid (early June), and post (end of October), based on the following KSAs and sent to the Department of Workforce Services.

Final Exit Interview: A final exit interview will occur with the intern with a survey evaluating the intern's confidence level with cybersecurity.