WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY
Re-advertised

April 18, 2016

POSITION: Information Security Officer (INFORMATION TECHNOLOGY)
(Class Code AJ10/Systems Support Technician)

BAND: Band 07\Level 02

STARTING $48,980 per year; actual salary will be commensurate

SALARY: with qualifications

VACANCY: 201643

Minimum Training and Experience:
Bachelor's degree in computer science, mathematics or related field and two years of work experience in information security field required. Valid driver's license is required. Proficiency using microcomputer hardware, software and networking required. Experience with heterogeneous network environments, including industry standard network management tools/procedures highly desired. Working knowledge of regulatory environment of information security in higher education is desired.

Knowledge, Skills and Abilities:
Must be highly analytical and able to diagnose, prioritize and solve complex technical problems. Ability to work independently and establish and maintain effective working relationships with administrators, faculty, staff and students. Ability to communicate effectively both verbally and in writing while maintaining strict confidentiality. Effective interpersonal skills. Must be willing to remain current on technology, industry standards and regulations and incorporate new knowledge/skills into job functions.

Major Duties:
Research, develop, implement test and review information security throughout the university in order to protect information and prevent unauthorized access. Develop and implement an Incident Response System to address security incidents (breaches) and respond to alleged policy violations or complaints from external parties, such as ISAC notices. Monitor system logs, inventory vulnerabilities, and develop mitigation processes to minimize the university's exposure. Develop a standard data access management plan and work with Banner security officers and other systems administrators on proper implementation for each area. Perform regular security assessments of the university's systems, including Banner, network shares, security cameras, custom applications, web services and physical security. Coordinate the development of information security policies, standards and procedures. Work with key IT offices, data custodians and governance groups in the development of such policies. Ensure that university policies support compliance with external requirements. Oversee the dissemination of policies, standards and procedures to the university community. Serve as the official campus point of contact for information security, privacy and copyright infringement incidents, including relationships with law enforcement entities. Prepare and submit required reports to external agencies. Keep abreast of latest security and privacy legislation, regulations, advisories, alerts and vulnerabilities. Coordinate the development and delivery of a training program on information security and privacy matters for faculty and staff. Perform other related duties as assigned.

To apply, access www.jobs.sc.gov to submit an on-line application no later than

May 16, 2016

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.