Information Technology Security Coordinator

Definition of Class
This is a professional position in which the incumbent serves as the primary point of contact for information security incidents. The incumbent researches, establishes, maintains and monitors security policies and procedures for the university. This position exercises a high degree of independent judgment and discretionary authority when making choices related to security incident response, development of strategies and protection of sensitive data. These decisions may impact the availability of critical business information used in the daily operation of the University. This position reports to the Associate Director of Technical Services.

Examples of Work Performed
Responds to inquires regarding copyright infringement and general external/external inquires involving data security and Associated policies.

Communicates with law enforcement agencies regarding security incidents.

Represents the department at appropriate security meetings, conferences and seminars.

Conducts appropriate resource scans to identify vulnerabilities. Identifies and mitigates potential phishing scams/sites.

Maintains general SAP user account compliance.

Responds to audits, surveys, and other inquires concerning information security. Provides reports for general security incident tracking.

Manages and maintains a campus wide user security information program.

Publishes appropriate security alerts that report significant security risks. Provides general security best practices to University entities.

Investigates technologies to improve security posture and develops deployment guidelines.

Devises and maintains software updates methodologies to improve resource compliance.

Maintains relevant knowledge base of outstanding security risks, alerts and notifications. Develops and implements penetration testing techniques.

Provides guidance to users submitting procurement requests that involve sensitive data. Reviews equipment purchases to ensure devices with sensitive data are registered per policy.

Performs related or similar duties as required or assigned.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Serves as the primary point of contact for security incident response.
2. Provides security training and relevant educational resources.
3. Develops and implements security risk assessment and mitigation procedures and polices.
4. Reviews security related procurement requests for compliance and provides guidance to users.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SEES) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; talk or hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; and reach with hands and arms.

Experience/Educational Requirements:

Education: Bachelor’s Degree in Computer Science or a related field from an accredited college or university.

AND

Experience: Three (3) years experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.