

Sul Ross State University

Position Description

Title: Applications and Systems Security Analyst

Salary Group: A-9

Job Code: 3812

\$38,315

Summary

Performs tasks related to applications support and the security of those applications to include Office 365, the web environment for Sul Ross, Banner, and others. This includes conducting and coordinating risk assessments of these applications, systems, and environments, documenting findings of those assessments, and recommends risk mitigation strategies.

Scope: Institution wide.

Essential Duties:

Provide administration, support and leadership in the use of Office 365; Provide support and leadership in web technologies; Recommend policies and procedures to the ISO, Data Owners and Data Custodians necessary to ensure the security of information resources against unauthorized or accidental modification, destruction or disclosure; Ensure that annual Information Security Risk Assessments are performed and documented by Data Owners and oversee an ongoing Risk Assessment Program that assures periodic evaluation of information resources (both centrally and departmentally managed) with respect to current and emerging security threats; Collaborate in the development and maintenance of appropriate disaster recovery and business continuity plans to assure acceptable information availability and protection; Assist other technical support staff in identifying and implementing appropriate security safeguards, including patch application and anti-malware strategies; Serve on incident response teams to gather and preserve evidence, document causes and impacts, coordinate recovery, and enact post-incident security enhancements; Create and maintain documentation of security incidents and provide reports to university management and external regulatory agencies; Proactively participate in security and technology groups and associations, both internal and external to the university; Use elevated access privileges in an ethical and professional manner with appropriate regard for privacy and confidentiality; Must be flexible to work nights and weekends; Responsible for the safety of others; Must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as assigned.

Supervision Received: Reports to CIO/IRM/ISO

Given: TBD

Education Required: Associates degree in a technical field or equivalent relevant and progressive work experience.

Preferred: Baccalaureate degree in a technical field and prior full time experience in a technical role, preferably in the applications and security arenas.

Experience Required: Familiarity with Office 365 and its components, such as Sharepoint, OneDriveforBusiness, etc.; Understanding of web technologies, development and support; General understanding networking technologies; Familiarity with information security concepts and protocols; Knowledge of computer networks, server and desktop operating systems; Ability to forge and sustain effective and productive working relationships between diverse members of project teams and work groups; Strong organizational, analytical and problem solving skills; Heightened concern for confidentiality and attention to detail; Effectiveness in dealing with multiple concurrent assignments and sudden changes in priorities; Strong oral and written communication skills, especially the ability to effectively impart complex or technical subjects to diverse audiences; Willingness and availability to work occasional weekend/evening assignments and overtime in both scheduled and unscheduled activities; Ability to organize work effectively with an understanding of organizational policies and activities; Ability to operate a personal computer and perform data entry while performing essential functions; Ability to lift, hold and carry approximately 20 lbs.

Experience Preferred: Experience with Office 365 to include administration and support of the environment; 2 years' experience with web technologies to include development, support, and integration of multiple web applications; Familiarity with Ellucian Banner or equivalent ERP system; Experience with information security concepts and protocols; Prior experience as a network, server, database, or application administrator; Experience as an information professional in a Higher Education or similarly open and decentralized environment; Experience using structured, established project management methodologies; Multiple, complementary certifications and membership in an information-related community or organization a plus.

Working Conditions

Usual: Office and outdoor

Special: May be required to work weekends

Updated: November 2016