

# Sul Ross State University

## Position Description

**Official Title: Information Security Specialist**

**Salary Group:** RC Exempt

**Job Code:** 5811

**Summary:** Function Responsible for assisting in promoting and implementing security best practices.

### **Duties**

Coordinate risk analysis and assessment engagements and activities. Document vulnerability and penetration test results. Conduct routine security scans of campus technology resources and document results. Organize records and develop metrics for analyzing security events and trends. Create data analyses and security documentation. Facilitate security-related events, training, materials, and programs. Schedule, track, coordinate, and follow-up on annual and ad hoc device registration activities. Maintain status and completion records. Assist in formulation of annual State of Information Security Report. Identify and recommend process improvements. Execute network/service monitoring scripts according to pre-determined schedules and ad hoc as needed. Identify and route/escalate potential vulnerabilities, exposures, and anomalies uncovered by the scripts. Develop, maintain, and execute search engine scans against internal Sul Ross State University resources to identify exposures of confidential or sensitive university information. Review security log files for anomalies and potential security issues. Receive initial security inquiries and policy violation reports via email, telephone, and social media contact points. Participate in audits of devices and facilities to determine compliance with required security standards. Conduct research and distribute follow-up communications to ensure completion of remediation action items. Escalate inquiries as necessary to ISA or ISO. Facilitate broad dissemination of security notices and alerts. Develop and distribute awareness materials and provide general support for awareness programs. Perform other duties as assigned.

### **Supervision**

Received: Reports to the Information Security Officer

Given: Student Assistants

### **Education**

Required: Associate's Degree

Preferred: Bachelor's Degree; limited security technical training a plus

### **Experience**

Knowledge of modern computing, networking and communications systems;

### **Equipment/Skills**

Required: Ability to organize and work effectively with an understanding of organizational policies and activities; proficient in communication, both oral and written; ability to lift, hold and carry approximately 50 pounds; ability to establish and maintain effective work relationships with students, faculty, staff and the public; ability to respond to emergency situations in a timely manner; ability to distinguish the nature of objects by using the eye.

**Working Conditions**

Usual: Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September 2019