



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	IT Security Analyst
Department:	Office of Information Technology and Communications
Reports To:	IT Security Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The IT Security Analyst assists in the daily successful functioning, application, and effectiveness of IT Security technologies and standards that safeguard the university community and assets. The IT Security Analyst functions as subject matter expert (SME) for various security related matters. Their role includes assuring the confidentiality, integrity, and availability of enterprise resources and their safeguarding. Further, the IT Security Analyst provides related/supporting services to community end users for value-added use and results. Finally, the IT Security Analyst assists in the on-going development of enterprise security by implementing:

- Effective IT security lifecycle development and management that assures best practices and standards
- Effective adoption of innovations that assure on-going holistic value on the institution's security program

Oversight for this role includes but are not limited to data, devices, systems, specialty appliances, and software for: enterprise IT security monitoring tools and platforms, IT infrastructure, data and telecommunications network infrastructure, data centers, closets and equipment therein, cable plant, community notification solution; and enterprise computing devices, third party vendor management

Examples of Duties and Responsibilities:

- Assist in the development and implementation of the enterprise IT security program;
- Assure that university adopted IT and IT security solutions are securely implemented, remain available, and fully operative;
- Develop, document, plan, and conduct IT security standard operating procedures for enterprise implementation;
- Provide expert IT security consultation services to community customers;
- Train community customers on IT security solutions, procedures, and best practices;
- Research, procure, implement, test and install, and maintain new IT security solutions;
- Assist in development of policies, procedures, guidelines, and standards;
- Consult substantially with and provide subject matter expertise to the university on IT security matters;
- Assist in security incident resolution, countermeasures & evidence management;
- Plan and implement life cycle changes to technologies;
- Assist in organizing and executing audits;
- Manage IT security technology assets;
- Analyze emerging security technology trends, engages security vendors & SMEs;
- Remain current with a variety of the field's concepts, practices, and procedures

Knowledge, Skills and Abilities:

Knowledge:

- IT security technologies (including but not limited to workstations, servers, firewalls, switches, and other IT and network infrastructure)
- IT Security functional area management to include but not limited to: vulnerability management, security monitoring and remediation, investigation of security breaches and other IT security incidents, access control monitoring
- Video surveillancetechnology
- Telephony and call center technology
- Service desk with ticketing, direct service delivery, and customer service

Skills and Abilities:

- Direct experience with applying IT security frameworks, IT security best practices, security controls implementation, vulnerability management, data protection, and assessing risk.
- Impeccable troubleshooting skills for security incidents and remediation;
- Ability to remain current and abreast of IT security trends and news
- Superb judgment and flexibility for both operational and service responses;
- Excellent oral and written communication skills;
- Work well with others in a cross-functional team environment to advance strategic initiatives and goals;
- Effective at handling multiple problems simultaneously;
- Proactive self-starter as service provider and problem-solver;
- Ability to develop, as well as follow policies, processes, and procedures;
- Ability to apply new technical information (including processes/procedures) to bolster enterprise security;
- Assists in documenting processes and procedures;
- Communicates status and timelines thoroughly to supervisor
- Resolves security incidents in a timely fashion using service ticketing and managementsystem

Minimum Hiring Standards:

Education	Bachelor's degree <u>or</u> equivalent knowledge via job experie
Years of Experience	7 years of IT experience; 5 years of IT security experienceSecuritAnlyst
Years of Management/Supervisor Experience	

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