Information Technology Job Function

IT Information Security Professional III
Grade: 57
Job Code: I0457P
Job Family: IT Information Security
Job Family Matrix: IT Information Security Matrix

Summary
Responsible for implementation of security procedures which safeguard the confidentiality, integrity and availability of systems and data. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

Core Duties
- Perform procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destruction
- Weigh business needs against security concerns and articulate issues to community stakeholders and management
- May participate in evaluation of security products, services and/or procedures to enhance productivity and effectiveness
- Maintain awareness of changes in local, state, and federal laws as well as industry standards, guidelines, and current business objectives of the School and University
- May perform or contribute to risk assessments
- Ensure that user community understands and adheres to necessary procedures to maintain security
- Collaborate to continuously improve processes, policies and procedures
- May provide training to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications
- Minimum of two years’ post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards

Additional Qualifications and Skills
- Minimum two years’ additional post-secondary education and/or relevant work experience
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information security principles
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

Certificates and Licenses
- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
- IT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC

Physical Requirements

Working Conditions
- Work is performed in an office setting