Information Technology Job Function

IT Information Security Professional IV
Grade: 58
Job Code: I0458P
Job Family: IT Information Security
Job Family Matrix: IT Information Security Matrix

Summary
Responsible for comprehensive planning, design, evaluation and 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 complex procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destruction
- Recognize and identify potential areas where existing data security policies and procedures require change, or where new ones need to be developed (firewalls, intrusion detection, vulnerability scanning, host operating systems, and network devices)
- Weigh business needs against security concerns and articulate issues to community stakeholders and management
- Perform or contribute to risk assessments
- Provide community stakeholders and management with risk assessments and security briefings to advise them of critical issues that may affect security objectives
- Evaluate and recommend 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
- Advise unit/school on questions in support of processes; ensure that user community understands and adheres to necessary procedures to maintain security
- Collaborate to continuously improve processes, policies and procedures
- Provide training to clients/staff
- May function as subject matter expert or project lead
- Abide by and follow the Harvard University IT Code of Conduct

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

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced 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