Information Technology Job Function

IT Information Security Professional V
Grade: 59
Job Code: I0459P
Job Family: IT Information Security
Job Family Matrix: IT Information Security Matrix

Summary
Lead comprehensive collaboration, design, development, and implementation of enterprise information security architectures, solutions, and policies. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

Core Duties
- Serve as an information security expert in one or more of application development, database design, network, operating systems, policies, standards, risk assessment, etc. helping project teams comply with enterprise and IT security policies, industry regulations, and best practices
- Research, design, and advocate new technologies, architectures, products, policies, processes or procedures that will support security requirements for the university, business partners, and vendors
- Contribute to the development and maintenance of information security strategy and architecture
- Analyze business impact and risk exposure based on emerging information security threats and vulnerabilities
- Advise on and communicate about information security risks and solutions to business partners and IT staff
- Evaluate and recommend information security products, services and/or procedures to enhance productivity and effectiveness
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- Provide training to clients/staff
- Function as subject matter expert or project lead
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications
- Minimum of seven 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 experience with systems and data query tools
- 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