

## 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

- Review or 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)
- Perform or contribute to risk assessments
- Maintain awareness of emerging threats and trends within Information Security
- Provide community stakeholders and management with security risk assessments and security briefings to advise them of issues that may affect business outcomes
- Advise unit/school on questions in support of processes
- Act as a trusted advisor to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

### Basic Qualifications

- Minimum of five years' post-secondary education or relevant work experience

### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Familiarity with information security concepts, relevant tools and standards
- 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