JOB DESCRIPTION

TITLE

Information Security Manager

JOB SUMMARY

Serves as the Adjunct Security Officer for Texas Woman’s University. Helps to plan, coordinate and implement security measures to safeguard information resources. Identifies violations of computer security procedures and coordinates with appropriate authorities to avoid repeat violations. Develops and coordinates the implementation and testing of plans to continue or restore data processing activities in case of disaster. Manages day to day network operations ensuring stability and performance of critical systems. Work is performed under supervision of the Director, Technology Infrastructure and performance is based upon completion of assignments and results obtained.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Technology Infrastructure

Supervises: As assigned

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists in developing, implementing and maintaining the University’s risk management and disaster recovery programs for the Office of Technology, including managing the periodic testing of the disaster recovery plan designed to protect against the potential effects of disaster.
- Identifies vulnerabilities that may cause inappropriate or accidental access, disclosure, modification or destruction of information. Works with appropriate personnel in order to establish appropriate security controls to eliminate or minimize their potential effects.
- Assists in the development, implementation and testing of security controls and methods.
- Maintain current knowledge of security-related laws, codes, regulations, trends, and issues, including current and emerging technologies and best practices. Develop
strategies and policies to ensure best-practice based regulatory compliance and reduce the enterprise’s legal exposure.

- Maintains up to date security awareness program to ensure that faculty and staff are educated and aware of their roles and responsibilities in regards to information security and risk management.
- Conducts risk assessments on business and operational processes, procedures, and policies.
- Creates and maintains the enterprise’s security documents (policies, standards, baselines, guidelines and procedures.)
- Maintains up-to-date knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes and the development of new attacks and threat vectors.
- Recommends additional security solutions or enhancements to existing security solutions to improve overall enterprise security.
- Ensures the confidentiality, integrity and availability of the data residing on or transmitted to/from/through enterprise workstations, servers and other systems and in databases and other data repositories.
- Performs the deployment, integration and initial configuration of all new security solutions and of any enhancements to existing security solutions in accordance with standard best operating procedures generically and the enterprise’s security documents specifically.
- Reviews logs and reports of all in-place devices, whether they be under direct control (i.e., security tools) or not (i.e., workstations, servers, network devices, etc.). Interpret the implications of that activity and devise plans for appropriate resolution.
- Participates in investigations into problematic activity.
- Participates in the design and execution of vulnerability assessments, penetration tests and security audits.
- Provides on-call support for end users for all in-place security solutions.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

Bachelor’s degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. CISSP certifications preferred.

**EXPERIENCE**

Seven years job related work in computing and/or communications, education environment highly preferred.
REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge:
- The theories, principles, practices, methods, and techniques used in the field of information security and network management.
- Troubleshooting techniques for electronic equipment and systems.
- Quality assurance concepts and procedures.
- Strong understanding of IP, TCP/IP, and other network administration protocols.
- Extensive experience in enterprise security architecture design.
- Extensive experience in enterprise security document creation.
- Experience in designing and delivering employee security awareness training.
- Experience in developing Business Continuity Plans and Disaster Recovery Plans.

Skills Required:
- Security Testing and Auditing
- Security Risk Management
- Network Security Management
- Methods for cost estimation and risk analysis
- Prototyping procedures
- Requirements gathering
- Conflict Resolution
- Financial Analysis
- Leadership
- Strong interpersonal, written, and oral communication skills.
- Ability to present ideas in user-friendly language.
- Highly self-motivated and directed, with keen attention to detail.
- Proven analytical and problem-solving abilities.
- Able to effectively prioritize tasks in a high-pressure environment.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment.
- Strong technical documentation skills.
- Good interpersonal skills.

Highly Preferred:
- Managing without Authority
- Mentoring
- Preparing and administering performance reviews
- Project management software tools (e.g., Microsoft Project)
- Risk analysis
Ability to:
- Operate on independent judgment based on an understanding of organizational policies and activities.
- Establish and maintain effective work relationships with students, faculty, staff, and the public. Communicate effectively orally, by phone, in person, and in writing.
- Represent the department and University in a friendly, courteous, and professional manner.
- Use a personal computer and other office equipment, including university related software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** ___________________________  **Date:** _______________
Employee Printed Name: ____________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.