



<u>POSITION:</u>	Chief Information Security Officer
<u>ORGANIZATION:</u>	Princeton University
<u>REPORTS TO:</u>	Jay Dominick Vice President for Information Technology & Chief Information Officer
<u>LOCATION:</u>	Princeton, NJ

POSITION SUMMARY

The newly created position of Chief Information Security Officer (CISO) in Princeton University's central IT division is responsible for developing university policy and strategy regarding matters of information security. Princeton's first CISO will draw on domain expertise, a capacity for vision and change management, and communication skills in order to establish a new level of understanding of and attention to information security in a world-class institution of teaching, learning, and research.

As a member of the leadership team of the Office of Information Technology (OIT), the CISO works collaboratively with university leadership and with department-based technical and administrative staff throughout Princeton. The CISO develops and leads outreach, communication, and education efforts to raise campus-wide awareness of information security risk, requirements, and solutions; provides strategic and technical guidance and assistance in the design and implementation of appropriate security processes for campus-wide information systems; recommends and monitors computing practices to prevent and to recover from security breaches; and coordinates the handling of security incidents when such breaches occur.

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The CISO reports directly to the university's Vice President for Information Technology & Chief Information Officer, joining the CIO's leadership team, and collaborates with OIT senior staff and key campus business and unit-level IT leaders to shape security and business-continuity standards and action plans. In addition, the CISO will play a leadership role in guiding the implementation of security practices and policies with technical staff in several units within OIT and in departments across the university. The CISO position initially supervises one professional staff member who has to date reported elsewhere in OIT. It is expected that, over time, the resources available to the CISO will grow with additional responsibilities.

By bringing new domain expertise to Princeton and joining both OIT-based and university-wide committees and task forces including a data-governance group convened by the CIO, the CISO will play a critical role in addressing the larger institutional issues of information security policy and practice, data governance, risk assessment, and business continuity as well as the compliance requirements that span the institution as the result of regulatory frameworks such as HIPAA and FERPA.

Office of Information Technology (OIT)

The mission of OIT is to enable the effective use of information technology in support of the university. OIT's primary focus is on providing information technology products and services that meet the needs of the Princeton community and achieve the highest level of customer satisfaction. OIT has responsibility for overseeing Princeton's central academic and administrative systems and the information technology infrastructure that supports them.

Princeton is widely seen as a leader in providing a robust and highly-reliable infrastructure for campus computing and in identifying and deploying new technologies that enable academic innovation in teaching, learning, research, and scholarship. OIT's key services include: web and mobile development services, programming and database services, implementation and support services for all of the university's administrative systems and learning management system; infrastructure support for the university's information technology and high-performance computing systems; research computing support services; technology support; and consultation services in the areas of project management, technology consulting, and training. Several units within OIT have technical staff responsible for specific, service-line related security activities and programs.

OIT has representation at many of the leading technology consortia that are driving the future growth and use of technology such as EDUCAUSE, Ivy Plus, Internet2, and Common Solutions Group. For more information about OIT, visit www.princeton.edu/oit.

RESPONSIBILITIES

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- Provides guidance and counsel on information security to the CIO, senior staff of OIT, and university stakeholders and works with campus leadership to develop a strategic approach to information security that balances Princeton's academic values with institutional attention to the risks and requirements generated by the university's increasingly information-rich environment as well as external regulations.
- Recommends strategies and practices to ensure information security and leads the design, development, and implementation of the university's security and data-governance policies and procedures in consultation with university leadership, decentralized technical personnel, OIT senior staff, and IT advisory bodies.
- Assumes leadership in working with OIT technical staff and the cohort of departmentally based technical staff across the university to plan and implement information security initiatives.
- Develops and leads education and training programs for all university constituents on institutional policy, guidelines, federal and state laws and regulations, and best practices around information security.
- Advises university leaders on emerging information-security risks and opportunities created by Princeton's ongoing development as a world-class institution of teaching, learning, and research with increasingly global relationships and activities.
- Leads the annual IT Risk Assessment Process and maintains the efficacy of the IT Business Continuity Plan; participates in the work of the university-wide data governance group.
- Maintains a close and effective working relationship with professionals in Princeton's Office of General Counsel, the Office of Audit and Compliance, and Public Safety, and acts as coordinator between these groups and IT professionals on matters pertaining to campus IT security.
- Reviews hardware, software and services being considering for purchase or implementation by OIT or other campus departments to assess security issues (strengths/risks) and assure proper information security features are incorporated to support university business needs; provides security requirements to be included in an RFP for software or services.
- Tracks industry and higher-education developments and best practices to maintain a thorough understanding of current and future directions, systems, applications, and data security techniques for instructional, research and administrative needs.

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- Assumes responsibility for implementation of information-security policies and for ensuring effective IT risk management and compliance across the university; recommends enhancements in information-security policy to university leaders; coordinates campus-wide initiatives for data governance and security.
- Reviews current infrastructure, recommends changes, and partners with campus departments on new technology related to life safety, security and energy.
- As a member of the CIO's leadership team, contributes to the overall development of OIT's strategic goals, performance metrics, communication practices, and culture.

QUALIFICATIONS

Princeton University's first CISO should be a person with demonstrated domain expertise; a strategic grasp of information security at both institutional and operational levels; the capacity to articulate a vision for information security that engages all constituents, satisfies internal and external requirements, and enables Princeton's ongoing pursuit of excellence and innovation in its academic and research fields; and the communication and collaboration skills to build support for security-related initiatives and objectives.

Specifically, candidates should demonstrate:

- At least 10 years of current experience directly related to the responsibilities of the role. Experience in higher education or a research environment is preferred.
- Broad knowledge of computer security issues, requirements, and trends.
- Strong interpersonal and communication skills, plus the ability to achieve goals through influence, collaboration and cooperation.
- Demonstrated ability to work effectively with an array of constituencies in a community that is both demographically and technologically diverse.
- Skill in developing policy and procedure in a complex, decentralized, and mission-oriented environment that maintains in a department-based model of resource allocation and deployment.

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- Experience providing education and training programs on security policies and practices to a range of technical and non-technical constituents.
- The ability to establish, implement, maintain, and modify computer and data security guidelines and procedures to achieve the compliance objectives of an organization in harmony with the principles of academic freedom that remain core to a world-class university.
- The ability to evaluate security software products, oversee their installation and implementation, and interpret findings for practical use by law enforcement, legal counsel, and senior management as applicable.
- Experience evaluating and providing guidance on the information-security elements of software and hardware acquisitions, IT services, cloud-based solutions, mobility, and other present and emerging dimensions of IT solutions and services in a complex environment.
- Referenceable integrity and high standards of personal and professional conduct.
- Graduate degree preferred in computer science or related field, or equivalent experience and relevant professional credentials.

PRINCETON UNIVERSITY

Princeton University (www.princeton.edu) simultaneously strives to be one of the leading research universities and the most outstanding undergraduate college in the world. As a research university, it seeks to achieve the highest levels of distinction in the discovery and transmission of knowledge and understanding, and in the education of graduate students. At the same time, Princeton is distinctive among research universities in its commitment to undergraduate teaching. The university provides its students with academic, extracurricular and other resources—in a residential community committed to diversity in its student body, faculty and staff—that help them achieve at the highest scholarly levels and prepare them for positions of leadership and lives of service in many fields of human endeavor.

Chartered in 1746, Princeton is the fourth-oldest college in the United States. An independent, coeducational, nondenominational institution, it provides undergraduate and graduate instruction in the humanities, social sciences, natural sciences and engineering. Today, more than 1,100 faculty members instruct approximately 5,200 undergraduate students and 2,600 graduate students. The university's generous financial aid program ensures that talented students from all economic backgrounds can afford a Princeton education.

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Through the scholarship and teaching of its faculty, and the many contributions to society of its alumni, Princeton seeks to fulfill its informal motto: "Princeton in the Nation's Service and in the Service of All Nations."

*Princeton University is an Affirmative Action / EEOC employer.
Women and members of minority groups are encouraged to apply.*