UNIVERSITY TITLE: Chief Security Officer

WORKING TITLE: Director of Systems Security Operations

REPORTS TO: Chief Technology Officer (CTO)

BASIC PURPOSE

Develop and implement a campus-wide security program that supports the academic and administrative use of information technologies in a distributed client/server environment. Working in conjunction with ISS staff and personnel in other campus departments, assume overall responsibility for ensuring processes are in place to assess and monitor the security of The XXX University’s computers, networks and data. Formulate and disseminate campus standards for security, and review relevant policies and procedures in the context of these standards. Educate, advise and train staff on approaches for ensuring the security of university networks, systems and data. Develop crisis management procedures. Assist with emergency response and disaster recovery. Directly assist in resolution of serious incidents, including coordination with the campus judiciary system and law enforcement agencies. Lead projects concerning the evaluation and implementation of security-related technologies.

DUTIES AND RESPONSIBILITIES

Working with other units on campus, formulate and disseminate campus wide standards for security and access control, and review relevant policies and procedures in the context of these standards.

Assess the security of The XXX University’s computers, networks, and data as well as personal workstations that access and/or store data. Define and advocate "best practices" regarding security of data and systems. Promote security awareness.

Assist department heads with security needs assessment and coordinate effective centralized and distributed support of these needs. Perform risk analysis of new technologies.

Develop procedures to handle crisis situations. Organize task forces and coordinate investigations with law enforcement agencies.

Advise senior university representatives on security issues and/or events. Keep university police investigators informed of technical developments in computer/network security.

Direct the activities of The XXX University’s Information Security Office.