POSITION DESCRIPTION
Information Technology, Cyber Security Specialist

DEPARTMENT: Business Services, Information Technology

CLASSIFICATION: Exempt – Full Time; Grant Funded x 3 years

SALARY RANGE: $ 75,000

FUNCTION: The Cybersecurity Specialist will support the college's information technology department through safeguarding the information system assets by identifying and solving potential and actual security problems. This role is responsible for detecting cyberthreats and implementing changes to protect the organizations data.

REPORTS TO: Director for Information Technology

MAJOR DUTIES/RESPONSIBILITIES:

- Upkeep of already in place Watchguard Firewall systems, performing needed maintenance and adjustments, as needed.
- Protects system by defining access privileges, control structures, and resources.
- Recognizes problems by identifying abnormalities, reporting violations.
- Implements security improvements by assessing current situation; evaluating trends; anticipating requirements.
- Determines security violations and inefficiencies by conducting periodic audits.
- Upgrades system by implementing and maintaining security controls.
- Keeps users informed by preparing performance reports, communicating system status.
- Maintains quality service by following organization standards.
- Maintains technical knowledge by attending educational workshops, reviewing publications.
- Contributes to team effort by accomplishing related results as needed.
- Create and execute security strategies that will increase the efficiency of IT systems and projects.
- Direct crisis management by investigating the cause of a breach and implement the right solutions.
- Allocate the correct resources to ensure that staff and faculty are delivering secure solutions.
- Assist staff in developing policies and processes to improve the effectiveness, efficiency and security of the network services, desktop support and user support functions.
- Assist with the development and management of the on-call network troubleshooting process.

- Serve as liaison with senior management to ensure that new systems align with the organization's overall security policies and data protection strategies.
- Manage faculty and staff security training and compliance efforts.
- Manage partners, stakeholders, vendors, and third-party solutions providers.

MINIMUM EDUCATION REQUIRED:

- Bachelor's degree in Computer Science, Information Systems, or equivalent education or work experience.
- Certifications such as CompTIA A and Network CISSP certification preferred.

MINIMUM QUALFICATIONS/SKILLS/EXPERIENCE:

- Network security.
- Knowledge of networking protocols such as TCP/IP.
- On-call network troubleshooting.
- Firewall administration preferred.
- Knowledge of common security protocols such as HTTPS.
- Process improvement.
- Ability to work as a team member.

Application Instructions:

Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Cybersecurity Specialist ." The process will continue until the position is filled.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.