Information Security Officer

Job Code 50010913

General Description
Responsible for developing, implementing, and maintaining a cogent and comprehensive Information Security and Assurance Program that incorporates: Security Policy and Compliance, Security Awareness, Security Risk Assessment and Mitigation, Security Incident Response, and Information Assurance with respect to Disaster (Outage) Recovery and Business Continuity.

Examples of Duties
Provide guidance and advocacy on strategies and investments required for achieving information security in a decentralized, higher education environment.
Develop and implement information security policies, procedures, and best practices, along with feedback mechanisms to ensure achievement of their intended objectives
Promote and implement a variety of educational programs and resources to enhance the security awareness, knowledge and consciousness of all user constituencies.
Oversee an ongoing risk assessment program that assures periodic evaluation of information resources with respect to current and emerging security threats.
Develop and implement appropriate protocols for managing, escalating, and documenting security incidents.
Collaborate in the development and maintenance of appropriate disaster recovery and business continuity plans to assure acceptable information availability and protection.
Plan, manage, and develop the human and financial resources allocated to the information security work group.
Participate in strategic planning initiatives and provide input into selection, prioritization and management of technology projects and initiatives.
Develop, analyze and maintain metrics, reports and records associated with security policy violations, breaches, and similar incidents.
Pro-actively participate in security and technology groups and associations, both internal and external to the University, and pursue other professional development activities as necessary to enhance professional knowledge and competencies.
Serve as the divisional representative on various councils, committees, project teams, etc.

Knowledge, Skills and Abilities
Knowledge of: authoritative standards, guidelines, and best practices relative to information security, campus network accessible services, equipment, servers, etc., people and organizations
that comprise the Texas State community, relevant technologies and practices in security and IT for higher education.
**Skill in:** supervising technical positions, facilitation, organization, collaboration, negotiation, consultation, and communication, preparing clear, concise, grammatically correct reports, letters, and proposals about technical matters and effectively communicating ideas to both technical and non-technical readers.

**Ability to:** forge and sustain effective and productive working relationships between diverse members of project teams and work groups, to communicate technical concepts and issues with both technical and non-technical individuals, understand, interpret and retain complex technical material, policies, procedures, contracts, proposals, charts, graphs, analyses, etc, to perform intermediate math, make effective presentations to all audience types conduct classroom and one-on-one training, work on multiple projects in a team environment, identify both immediate cause and root causes of a problem, systematize and document troubleshooting procedures, to construct clear checklists and procedures for others to use, perform full risk analysis on a task or project, to plan for contingent and preventive actions, identify multiple options and solutions and present pros and cons of each.

**Other Requirements**