BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Information Security Officer

DEPARTMENT: Facilities Operations, Planning, & Public Safety

FUNCTION: Responsible for protecting the confidentiality, integrity, and availability of the college's intonation assets. Works to ensure the continuing operation of college information systems and coordinates their timely recovery during uncertain conditions or events. Meets strategic information security objectives through the development of security policies, procedures, plans, training, and compliance initiatives. Coordinates risk assessments, user awareness training, incident management, and business continuity and disaster recovery exercises. Oversees physical and logical access control, encryption, logging, data retention, intrusion detection, and intrusion prevention. Leads in the development, implementation, and review of a cost-effective campus information security program.

REPORTS TO: Vice President of Facilities Operations, Planning & Public Safety

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads the development, implementation, and review of an information assurance program including classification of information assets; performing risk assessments; developing a risk management plan; and evaluating the effectiveness of the plan.
2. Develops and tests IT disaster recovery and IT business continuity plans.
3. Actively mitigates risks by assisting in the development, dissemination, and auditing of policies, procedures, best practices, and user awareness training.
4. Researches, implements, and manages technological solutions such as transport data encryption, endpoint data encryption, lost device tracking, remote data wipes, anti-malware software, firewalls, vulnerability scanning, IDS and IPS.
5. Coordinates a computer incident response team.
6. Develops an information security incident response plan and enacts an appropriate incident response program.
7. Forensically analyzes threats, vulnerabilities, and information security incidents.
8. Works with campus resources to protect the college's reputation and assets by staying at the forefront of information security legislation, regulations, standards, and best practices affecting the institution and its constituents, such as PCI compliance, Red Flag rules, FERPA, and HIPAA.
9. Investigates and responds to reports of computer related abuse, including infringement of intellectual property.
10. Performs internal information security audits to ensure compliance with local and BCC policies, along with state and federal law. Works with campus resources to implement resulting corrective actions.
11. Acts as a liaison between campus resources and law enforcement authorities in computer security related matters.
12. Performs access audits to ensure that systems and data are only accessible to appropriate personnel that require such access to perform their job functions.
13. Performs additional tasks or duties as assigned by the Vice President, Facilities Operations, Planning & Public Safety or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Required knowledge in:

- Policy development experience
- Strong project management skills
- Excellent written and verbal communication skills, specifically in the areas of: training, awareness, policies, presentations, negotiations, and documentation.
- Strong TCP/IP networking skills
- Advanced packet analysis experience
- Security forensics experience
- Linux and Windows systems administration experience
- Hands-on experience conducting in-depth analysis of exploits and attack signatures
- Hands-on experience with IDS/IPS and firewalls

Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: A BA/BS with a technical focus, such as computer science or engineering, from a college or university. One or more of the following certifications: CISSP, CISA, CISM, HISP, SSCP, SANS GIAC.

Experience: Minimum of 7 years’ experience with 3 years working in the Information Security field.
Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: __________________________ Date: ______________
Name/Title

Approved by: __________________________ Date: ______________
Name/Title

Reviewed by: __________________________ Date: ______________
Human Resources

Board Approval: _________________________ Date: ______________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE