Job Title:  Assistant Director, Information Security  
Job ID:  7909  
Full/Part Time:  Full - Time  
Job Code:  3318    Administrator I  
Job Grade:  Range A  
Department:  IT Information Security-8280

Major Duties
Under the direction of the Information Security Officer (ISO), the Assistant Director, Information Security directs an ongoing, proactive risk assessment program for all new and existing systems and remains familiar with the University's goals and business processes so effective controls can be put in place for those areas presenting the greatest information security risk; assists the ISO with ongoing activities related to the development, implementation, and maintenance of the University's information security policies and procedures; assists other departments to ensure regulatory compliance in areas such as the Payment Card Industry - Data Security Standards (PCI-DSS) and the Health and Insurance Portability and Accountability Act (HIPAA); ensures vulnerabilities are managed by directing periodic vulnerability scans of servers connected to the CSUN network; evaluates security incidents and determines what response, if any, is needed and coordinates with the ISO on University responses; contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds; remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, attending trainings, conferences, and/or courses as directed by the ISO; and performs other duties as assigned.

Qualifications
Equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in a job-related field. Substitution of experience for any part of a degree will depend upon the unique position needs. Equivalent to two years of progressively responsible varied information technology experience including but not limited to computer and network infrastructure, operating systems, application software development project management, regulatory compliance, risk management, and providing training; three years preferred. Two years of direct experience in information security-related duties is required. Experience in a university setting is desired. Professional certification (Certified Information Systems Security Professional [CISSP], Global Information Assurance Certification [GIAC], Certified Information Systems Auditor [CISA], Certified Information Security Manager [CISM], etc.) is preferred.

Knowledge, Skills, & Abilities
Ability and specialized skills to: understand hardware and software systems; maintain confidentiality in regard to information processed, stored, or accessed by the systems; manage multiple concurrent projects and to reason analytically; work with and train people possessing differing levels of technical knowledge; possess effective verbal and written communication skills and proficiency in writing technical specifications; and the ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds.

Pay, Benefits, & Work Schedule
Salary is commensurate with knowledge, skills, and experience. The University offers excellent fringe benefits.

General Information
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
How to Apply
Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins November 14, 2018 and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:
http://www.csun.edu/careers/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

(10/26/18)