AUBURN
Human Resources

Sr. Cybersecurity Analyst - AU Foundation

Job Description

JOB INFORMATION

Job Code	JA37
Job Description Title	Sr. Cybersecurity Analyst - AU Foundation
Pay Grade	CS04
Range Minimum	$73,560
33rd %	$93,180
Range Midpoint	$102,980
67th %	$112,790
Range Maximum	$132,410
Exemption Status	Exempt
Approved Date:	5/11/2026 4:52:26 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Cyber Security

JOB SUMMARY

Responsible for developing, implementing, and managing the delivery of an information security program for the Auburn University Foundation's data and systems. This role protects Foundation and Advancement data and systems from threats, ensuring confidentiality, data integrity, and availability of information assets, and ensures compliance with university and regulatory requirements. Partners effectively with the university (OIT) cybersecurity team.

RESPONSIBILITIES

- Develops and manages the Foundation’s information security program so that its policies, standards, and procedures both uphold Auburn University’s institutional security expectations and address the Foundation’s distinct operational needs.
- Serves as the primary cybersecurity resource in Advancement responding to active or potential cybersecurity threats for Advancement and Foundation systems. Evaluates threats and executes on the Foundation’s Cybersecurity Response Plan, involving other Advancement and OIT staff as needed.
- Actively monitors system, data, and network security in collaboration with systems engineers. Identifies and resolves potential or actual data security threats. Collaborates with other Advancement IT staff, including systems engineers, as well as University (OIT) cybersecurity experts.
- Works collaboratively with members of the Advancement IT team to support and complement the team’s collective work to provide a secure CRM environment, along with information security practices.
- Conducts and develops penetration testing, firewall and related infrastructure management, and network traffic analysis; prioritizes and tracks remediation efforts.
- Provides support for the annual AU Foundation audit for information security. Supports the AU Foundation’s Information Security Officer.
- Works with key Advancement staff to ensure an ongoing and consistent Foundation program of confidentiality and non-disclosure agreements. Maintains all confidentiality and data security documentation. Implements recommendations from AU Foundation counsel as related to data.
- Maintains a thorough understanding of Foundation-owned data and systems, and the business purposes for which they are used. Maintains an active understanding of current cybersecurity trends, including higher education foundation/advancement trends.
- Develops and delivers information awareness and training for Advancement staff. Actively collaborates with OIT partners on ongoing awareness and education programs for Advancement staff.
- Recommends data and system security strategies and plans in an evolving environment.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Cybersecurity, Computer Science, or IT.	and	4 years of	cybersecurity operations or incident response experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Effective communicator and presentation experience.	And
Customer service experience.	And
Ability to work effectively with a team.	And
Ability to explain technical problems and solutions to non-technical clientele.	And
Experience in performing incident response and security monitoring processes and tools.	And
Proficiency in scripting and programming languages.	And
Ability to analyze malware behavior and low-level code execution.	And
Fundamental understanding of ports and protocols.	And
Experience with enterprise network and security infrastructure.	And
Experience using Security Information and Event Management (SIEM) tools	And
Experience using Open Source Intelligence (OSINT) tools	And
Understanding of security policies and operational procedures.	And
Strong analytical thinking and problem-solving capabilities.	And
Project management experience.	And
Effective communication skills for technical documentation and interdisciplinary collaboration.	And
Proficiency with SIEM/EDR tools, threat hunting techniques, and security automation.	And
Strong knowledge of ICS/OT (Industrial Control Systems / Operational Technology) environments.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	GCIA, GCIH, GCFE, GCFA, Security+, CCNA CyberOps, OSCP, GPEN, GWAPT, CEH, CISSP or other equivalent certifications		Desired	And

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.