AUBURN
Human Resources

Mgr, Info Tech Audit

Job Description

JOB INFORMATION

Job Code	KC04
Job Description Title	Mgr, Info Tech Audit
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/19/2015

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Internal Audit

JOB SUMMARY

Manages and oversees matters of information technology (IT) security, university policy, information technology controls, audit projects, and serves as a resource to Auburn University management.

RESPONSIBILITIES

- Manages audit projects and conducts complex audit programs and projects to assist university management in identifying and mitigating risk.
- Reviews documentation of IT audit work and written reports to ensure that appropriate and sufficient information, data, or evidence has been gathered to achieve the project objectives.
- Serves as the primary liaison to the CIO's and ISO's for all four Auburn University divisions and provides information and recommendations to management as members of various university committees.
- Provides day-to-day guidance and direction to staff on appropriate steps to take to complete projects by reviewing and discussing the work plans for individual audits, investigations, or reviews.
- Provides training to staff in IT audit/investigative techniques and procedures and university operations, policies, and procedures.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Degree in Business, Management, Accounting, Finance, or related field.	and	6 years of	Experience in the policies, laws and practices of internal auditing.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of information systems auditing standards, International Standards of the Professional Practice of Internal Auditing, and the National Institute of Standards and Technology's Guide for Assessing the Security Controls in Federal Information Systems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Information Systems Auditor (CISA)		Upon Hire	Required	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.