AUBURN
Human Resources

IT Systems Auditor I

Job Description

JOB INFORMATION

Job Code	KC06A
Job Description Title	IT Systems Auditor I
Pay Grade	LC07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
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

Reviews internal controls and security measures for the university's computing environment including programs, departments, colleges, focusing on the confidentiality, integrity, and availability of information.

RESPONSIBILITIES

- Prepares audit programs, work papers, and issues to document vulnerability scans, system configurations and diagrams, user reports, interviews, etc.
- Analyzes information system scans and settings and compare to industry standards and established benchmarks.
- Consults with departments on best practices and serves as a resource on policies and procedures and internal controls.
- Serves on committees to revise or draft university policy to improve the university's computer security environment and ensure compliance with external regulations.
- Prepares risk analyses and vulnerability assessments for each review to identify weaknesses, compliance issues, operational deficiencies, or other specific concerns that could have an adverse impact on the university and assesses the probability of an occurrence.
- Analyze scans, reports, system configurations, and other data to form conclusions about the security of the stored data.
- Prepares audit reports communicating results to management and the Audit Committee of the Board of Trustees and discusses audit findings and recommendations with department heads working to obtain an acceptable management response for the audit report.
- Identifies risks and vulnerabilities not being managed properly which would allow an intruder access to unsecured data and identifies exceptions and weaknesses in internal controls.

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	Degree in Business, Management, Accounting, Finance, or related field.	and	1 year of	Experience in working with privacy laws and regulations and internal controls	

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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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.