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## Auburn University Job Description

Job Title: **Mgr, Info Tech Audit**

Job Family: No Family

Job Code: **KC04**

Grade LC13 \$77,000 - \$138,600

FLSA status: Exempt

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### 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.

### Essential Functions

1. Manages audit projects and conducts complex audit programs and projects to assist university management in identifying and mitigating risk.
2. 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.
3. 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.
4. 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.
5. Provides training to staff in IT audit/investigative techniques and procedures and university operations, policies, and procedures.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business, Management, Accounting, Finance, or related field.
<b>Experience (yrs.)</b>	6	Experience in the policies, laws and practices of internal auditing.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

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.

#### Certification or Licensure Requirements

Certified as an Certified Information Systems Auditor (CISA)

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 8/19/2015

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