Auburn University Job Description

Job Title: **IT Auditor & Forensic Specialist**

Job Code: **KC14**

FLSA status: Exempt

Job Family: No Family

Grade LC11 $59,500 - $107,100

Job Summary

Reporting to the Director, Internal Auditing, this position serves as an IT Auditor reviewing University processes and systems for internal control weaknesses, security measures, compliance with laws, regulations, policies, and procedures, and overall best practices, focusing on the confidentiality, integrity, and availability of information. In addition, this position serves as a primary digital forensic examiner for the Office of Audit, Compliance & Privacy and is actively involved in gathering and analyzing digital data. This position provides support to legal counsel, compliance offices and/or external partners to the University.

Essential Functions

1. Prepares risk analyses and vulnerability assessments 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. Analyzes information system scans and settings, reports, system configurations, and other data and compares that information to industry standards and established benchmarks to identify exceptions and weaknesses in internal controls.

2. Conducts forensic examinations and performs logical and physical acquisitions, e-discovery searches and large data set analyses utilizing digital forensic best practices with the purpose of identifying, preserving, recovering, analyzing and presenting facts and opinions about the digital information. Documents examinations in accordance with policy, paying attention to detail and completeness.

3. Prepares audit reports and other correspondence to communicate the results of the reviews to management and the Audit Committee of the Board of Trustees. Discusses the findings and any applicable recommendations with management to obtain an acceptable response.

4. Maintains appropriate professional development to include conducting research on new and emerging threats and methodologies of computer forensics including hardware, software, and anti-forensics.

5. Serves as the primary contact for IT Support for the Office of Audit, Compliance & Privacy.

6. Serves on committees in an advisory role, including but not limited to, reviewing or drafting of university policy to improve the university's computer security environment and ensure compliance with external regulations. Also, consults with university departments on best practices and serves as a resource on policies, procedures, and internal controls.

7. Partners with general counsel, human resources, senior management, distributed IT units, and others to provide digital forensic support to include, but not limited to data gathering and analysis on digital forensic evidence.

Supervisory Responsibility

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

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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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Information Systems, Accounting, Business Management, or related field
Experience (yrs.)	5	Experience working in computer forensics, cybercrime investigation, and other related fields. Experience with internal IT audit processes and procedures.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of IT best practices and internal controls.
Knowledge of internal audit standards and techniques. Knowledge of privacy laws and state and federal regulations.
Knowledge of methodologies and best practices of digital forensic examination.
Knowledge of emerging IT, cybersecurity, and forensic trends.

Certification or Licensure Requirements

Certified Information Systems Auditor (CISA) plus a forensic examination related certification, such as EnCE are required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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.

No Special Vision Requirements

Date: 10/11/2021