
Auburn University Job Description

Job Title: **Cybersecurity Associate-Central**

Job Family: No Family

Job Code: **MA38**

Grade CS01 \$54,444 - \$92,556

FLSA status: Exempt

Job Summary

Under direction and supervision, utilizes information gathering, analytics aptitude, and problem solving skills to minimize and/or neutralize information and cybersecurity risks within the University network. Monitors the environment and security tools for signs of trouble. Serves as the first point of contact when a high-risk alert is issued or a suspected attack begins to affect business operations. Have ability to recognize and escalate alerts as appropriate. (Employee must work in central IT unit. Exceptions require CIO prior approval.)

Essential Functions

1. Assists in enforcing and auditing information security policies and procedures such as access, breach escalation, use of firewalls, and encryption routines.
2. Assists in updating, maintaining, and documenting security controls. Provides direction and support to clients and internal IT groups for information security-related issues.
3. Performs administration duties of varied server technologies, enterprise systems and peripheral devices, network and security devices, and all desktop computer systems and peripherals within the last five years on market.
4. Assists in performing high-level analysis of complex and disparate computing systems, networks, and data architectures to identify, rectify, and prevent technical and information security vulnerabilities.
5. Performs work on critical automated processes, computer systems, networks, databases, information systems, telecommunication systems, and computer policies, procedures, and practices.
6. Demonstrates high-level technical skills in the areas of information security, networking and computer systems, and excellent capacity for grasping relevant details and complex systems analysis.
7. Performs other related duties as assigned by the supervisor.

Supervisory Responsibility

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

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>
Education	Four-year college degree	No specific discipline. Degree in IT or related field preferred.
Experience (yrs.)	0	See experience for substitutions allowed. Relevant IT experience in administering security measures to monitor and protect sensitive data and systems from infiltration and cyber-attacks. High School Diploma - 8 years' experience required. Associate Degree - 4 years' required. Bachelors Degree - 0 years' required.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of intermediate troubleshooting, client relations, and cybersecurity principles. Ability to implement a plan to address and mitigate security vulnerabilities. Ability to recognize, analyze, and solve a variety of problems. Ability to effectively communicate technical concepts to a non-technical audience.

Certification or Licensure Requirements

None required. Cybersecurity certifications such as, but not limited to Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), CompTIA Security+, GIAC (SANS), or ISC (2) preferred.

Physical Requirements/ADA

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

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.

Date: 1/30/2023
