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## Auburn University Job Description

Job Title: **Exec Dir/Chief InfoSecurity Off**

Job Family: No Family

Job Code: **MA72**

Grade CS10: \$122,500 - \$245,000

FLSA status: Exempt

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### Job Summary

The CISO reports to the Vice President for Information Technology and Chief Information Officer (CIO) and is responsible for the overall Auburn University Cybersecurity program (information security) and the development and delivery of a comprehensive information security strategy and programs to ensure university information assets are adequately protected. The CISO will provide senior level leadership and direction to the Cybersecurity organization. The CISO will oversee ongoing activities, programs, and projects that serve to protect data confidentiality, integrity and availability while providing secure and reliable access by team members, students, faculty, staff, researchers, affiliated providers, and vendors to systems and information. Auburn operates in a distributed IT model with a central Office of Information Technology (OIT), plus distributed IT (DIT) which includes 13 colleges, the library, research, and various administrative departments. Currently the CISO will supervise a Cybersecurity Manager and a Senior Engineer/Cybersecurity Architect. The cybersecurity department is comprised of the CISO, Cybersecurity Manager, Analyst, Engineers, and Senior Engineers/Architects.

The purposes of the Cybersecurity program include:

- Ensure that information created, acquired or maintained by the University and its authorized users is used in accordance with its intended purpose.
- Protect University information and its infrastructure from both external and internal threats.
- Ensure that the University complies with statutory and regulatory requirements.

This position will work collaboratively with Auburn executives, leaders of IT, industry security executives, Distributed IT, Research, Audit, Legal and Compliance on security initiatives for the university. This leader will be responsible for aligning Cybersecurity initiatives with university programs and business objectives, ensuring that information assets and technologies are adequately protected. In addition, the CISO is tasked with overseeing security operations and a security operations center, implementing a Cybersecurity Governance, Risk and Compliance program and Network Security (Firewalls, Data Flow, etc.) controls. Overall, the CISO will develop and lead effective Cybersecurity programs for Auburn's research, academic, business, and outreach, environments.

### Essential Functions

1. Responsible for the strategic leadership of the University's Cybersecurity program.
  2. Provide guidance and counsel to the CIO and key members of the university leadership team, working closely with senior administration, academic leaders, and the campus community in defining objectives for Cybersecurity, while building relationships and goodwill.
  3. Lead cybersecurity planning processes to establish an inclusive and comprehensive information security program for the entire institution in support of academic, research, and administrative information systems and technology.
  4. Establish annual and long-range security and compliance goals, define security strategies, metrics, reporting mechanisms and program services; and create maturity models and a roadmap for continual program improvements.
  5. Stays abreast of cybersecurity issues and regulatory changes affecting higher education at the state and national level, participate in national policy and practice discussions, and communicate to campus on a regular basis about those topics. Engage in professional development to maintain continual growth in professional skills and knowledge essential to the position.
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6. Provide senior level leadership for the Cybersecurity Office to create a strong bridge between organizations, build respect for the contributions of all and bring groups together to share information and resources and create better decisions, policies, and practices for the campus.
  7. Mentor the Cybersecurity team members and implement professional development plans for all members of the team.
  8. Develop relationships with security peers at other universities through Higher Education Security Roundtable (HE-SRT), and with peer research institutions nationally through REN-ISAC and equivalent institutions.
  9. Governance, Risk and Compliance
    - Governance: Lead the development and implementation of effective and reasonable policies and practices to secure protected and sensitive data and ensure information security and compliance with relevant legislation and legal interpretation. Develop and maintain enterprise-wide cyber security policies that promote responsible stewardship of information assets and provide practical, economical, and workable solutions to emerging policy questions. Serve as a resource for interpreting and establishing university policies with impact on IT operations and governance. Serve as Auburn's lead on cybersecurity focused legislation.
    - Risk Assessment and Incident Prevention: Develop and implement an ongoing risk program targeting cybersecurity matters; recommend methods for vulnerability detection and remediation, and oversee vulnerability testing.
    - Risk Management: Continually evaluate risks and act expeditiously in making mitigation decisions and recommendations, while considering the technology environment as well as the varying needs and viewpoints of the university community and its unique requirements. Maintain and report regularly on the university security risk tolerance levels. Develop security plans to support information protection needs across the complete system lifecycles from design and architecture to disaster recovery and potential system retirement. Lead efforts to internally assess, evaluate and make recommendations to management regarding the adequacy of the security controls for the University's information and technology systems.
    - Incident Response Management and Operations: Oversee and direct university wide technology incident management program to effectively defend the university brand from cyber, physical loss, and network-based threat sources. Use established incident response mechanisms and policies to advise university leadership in management actions in response to cybersecurity events and incidents. Assure team members are trained to effectively establish methods and best practices for use of security tools and services.
    - Strategy Development: Using the established security governance committees, develop and promulgate a strategic vision for security services and support of the university and Auburn's missions, notably through the respective strategic plans. Assure that security initiatives address all aspects of University information technology including academic, research, and administrative efforts.
    - Coordinate and track all information technology and cybersecurity related audits including scope of external penetration test, audits, colleges/units involved, timelines, auditing agencies and outcomes. Work with auditors as appropriate to keep audit focus in scope, maintain effective relationships with audit entities and provide a consistent perspective that continually puts the institution in its best light. Provide guidance, evaluation and advocacy on audit responses.
    - Coordinate efforts with the University Compliance Officer with respect to University, state and federal information security policies and regulations. Develop a strategy for dealing with increasing number of audits, compliance checks and external assessment processes for internal/external auditors. Understanding and experience with the Family Educational Rights and Privacy Act (FERPA), Payment Card Industry Data Security Standard (PCI DSS), the Gramm-Leach-Bliley Act (GLBA), the Health Insurance Portability and Accountability Act (HIPAA), and the Federal Information Security Management Act (FISMA). Assist and support efforts for compliance with European Union (EU) General Data Protection Act (GDPR), International Traffic in Arms Regulations (ITAR) and Cybersecurity Maturity Model Certification (CMMC).
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10. Incident Response
  - Keep abreast of security incidents and act as primary control point during significant cybersecurity incidents. Chair and convene the Information Security Incident Response Team (ISIRT) as needed, or requested, in addressing and investigating security incidences that arise and provide leadership for breach response.
  - Chair the Information Security Incident Response Team (ISIRT). Develop and implement an Incident Reporting and Response System to address University security incidents (breaches and data exposures), respond to alleged policy violations, or complaints from external parties. Provide guidance on necessary host isolation, forensics and remediation. Serve as the official campus contact point for information security, and incidents.
  - Develop, implement and administer technical security standards, as well as a suite of security services and tools to address and mitigate security risk.
  - Provide leadership, direction and guidance in assessing and evaluating cybersecurity risks and monitor compliance with security standards and appropriate policies.
  - Examine impacts of new technologies on the Institution's overall cybersecurity. Establish processes to review implementation of new technologies to ensure security compliance.
11. Outreach, Education and Training
  - Work closely with IT leaders, technical experts, deans and administrative leaders across campus on a wide variety of security issues that require an in-depth understanding of the IT environment and risks in their units, as well as the research landscape and federal regulations that pertain to their unit's research areas.
  - Coordinate the development and delivery of an education and training program on cybersecurity matters for employees, other authorized users, and students.
  - Champion education and awareness programs and advice operating units at all levels on security issues, best practices, and vulnerabilities.
  - Work with campus groups such as Cybersecurity Liaisons, SGA, Compliance to build awareness and a sense of common purpose around security.
  - Pursue student security initiatives to address unique needs in protecting identity theft, mobile social media security, and online reputation program.
12. Perform special projects and other duties as assigned.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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	Bachelor's Degree from accredited institution, with major in Computer Science, Management of Information Systems Technology, Information Technology or other directly related information technology major. Master's Degree in information technology or directly relevant discipline preferred.
<b>Experience (yrs.)</b>	10	Ten years of progressively increasing professional responsibility across a cybersecurity organization within a large, complex university environment. Eight of the ten years must be at a management level with direct supervision of full-time employees that includes project planning, budgeting, and developing and implementing tiered cybersecurity strategies.

#### **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**

Extensive background and knowledge derived from experience in core cybersecurity and information technology concepts, and skills required at the most senior level.

Work experience should include leading a large, cross-functional work group with knowledge of security technologies, standards, and networking architectures. Experience in managing incident response and security operations is required. Experience working in an organization with matrix reporting relationships and integrated, cross-functional work teams is necessary. Demonstrated effectiveness in a systems development environment with concurrent tasks and changing priorities and resources. Some knowledge of University policies, practices, and procedures is preferable.

Advanced written and verbal communication skills and the ability to present effectively to small and large audiences of varying technical and operational backgrounds.

Strong interpersonal skills and the ability to build effective professional relationships with a wide range of constituencies in a culturally and intellectually diverse organization. Ability to interact with colleagues, supervisors, and customers face to face.

Demonstrated knowledge of security concepts including malware, intrusion detection, risk analysis, threat/vulnerability management, system hardening, and business continuity.

Demonstrated mastery and experience with cybersecurity risk assessment and management processes and standards. Ability to perform deep level technical assessment of vulnerabilities to support incident investigations and system assessments.

Demonstrated ability to mentor and lead cybersecurity managers.

Demonstrated ability to identify problems, analyze courses of action, and propose solutions.

Demonstrated ability to successfully handle sensitive discussions with discretion, strong personal ethics commitment, and demonstrated sound judgment.

Consistently models high standards of honesty, openness, and respect for the individual.

Must be able to convey goals and objectives clearly and in a compelling manner; listen effectively and clarify information as needed; produce clear status reports; communicate tactfully and candidly.

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Demonstrated knowledge of various security and regulatory compliance standards, such as Understanding and experience with, the Family Educational Rights and Privacy Act (FERPA ), Payment Card Industry Data Security Standard (PCI DSS), the Gramm-Leach-Bliley Act (GLBA), the Health Insurance Portability and Accountability Act (HIPAA), the Federal Information Security Management Act (FISMA) and the Cybersecurity Maturity Model Certification(CMMC).

Knowledge of data forensics and collection technologies, disk imaging, chain of custody records, handling sensitive information preferred.

Must maintain industry security certification(s)

### **Certification or Licensure Requirements**

This position requires industry-standard Information Assurance certifications appropriate to the position (Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP) or equivalent). Certified Information Systems Auditor (CISA) preferred.

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### **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 standing, walking, sitting, talking, hearing, .

Job occasionally requires and lifting up to 10 pounds.

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

Date: 9/30/2022

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