



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i><b>Information Security Analyst</b></i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department:</b>	IT	<b>W/C Classification</b>	8810 - Clerical
<b>Reports To:</b>	Director of IT Service Management & Security	<b>Compensation</b>	\$70,000 - \$80,000/year

## SUMMARY

Advance the mission and vision of TMUS by performing two core functions for The Master's University. The first is the day-to-day operations of the in-place security solutions while the second is the identification, investigation, and resolution of security threats detected by those systems. Secondary tasks may include involvement in the implementation of new security solutions, participation in the creation and or maintenance of policies, standards, baselines, guidelines, and procedures as well as conducting vulnerability audits and assessments. The Information Security Analyst is expected to be fully aware of the enterprise's security goals as established by its stated policies, procedures, and guidelines and to actively work towards upholding those goals.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Strategy & Planning

- Participate in the planning and design of enterprise security architecture, under the direction of the Director of IT Service Management & Security, where appropriate.
- Participate in the creation of enterprise security documents (policies, standards, baselines, guidelines, and procedures) under the direction of the Director of IT Service Management & Security, where appropriate.
- Participate in the planning and design of an enterprise business continuity plan and disaster recovery plan, under the direction of the Director of IT Service Management & Security, where appropriate.
- Collaborate with IT Ops admin team to design and implement campus wide user education programs focused on building a culture of cybersecurity awareness and compliance.

### Acquisition & Deployment

- Maintain up-to-date detailed knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes, and the development of new attacks and threat vectors.
- Recommend additional security solutions or enhancements to existing security solutions to improve overall enterprise security.
- Perform the deployment, integration, and initial configuration of all new security solutions and of any enhancements to existing security solutions in accordance with standard best operating procedures generically and the enterprise's security documents specifically.

### Operational Management

- Maintain up-to-date baselines for the secure configuration and operations of all in-place devices, whether they be under direct control (i.e. security tools) or not (e.g. workstations, servers, network devices).
- Maintain operational configurations of all in-place security solutions as per the established baselines.

- Monitor all in-place security solutions for efficient and appropriate operations. Evaluate and adjust our information security program considering the results of continuing testing and monitoring.
- Maintain the Risk Assessment Log. Continually evaluate new threats and calculate the associated risks. Based on these calculations, create an updated list of priorities to address.
- Review logs and reports of all in-place devices, whether they be under direct control (i.e. security tools) or not (e.g. workstations, servers, network devices). Interpret the implications of that activity and devise plans for appropriate resolution.
- Participate in investigations into problematic activity.
- Participate in the design and execution of vulnerability assessments, penetration tests, and security audits.
- Provide on-call support for end users for all in-place security solutions.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Proven analytical and problem-solving abilities.
- Strong organizational and interpersonal skills
- Ability to conduct research into IT security issues and products as required.
- Ability to present ideas in business-friendly and user-friendly language.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

- Associates degree or equivalent experience, Bachelors degree preferred.
- At least three years' experience working in an IT environment, preferably as an Information Security Analyst
- One or more of the following certifications:
  - CompTIA Security+
  - GIAC Information Security Fundamentals
  - Microsoft Certified Systems Administrator: Security Associate of (ISC)2
- Experience with the following technologies:
  - Microsoft Windows Server and related management technologies
  - Messaging and Anti-Spam technologies.
  - Microsoft, Amazon, and Google Cloud technologies.
  - Disaster recovery and business continuity technologies.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

### **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.