



# Savannah State University

## Position Description – Systems Security Manager

### **POSITION DESCRIPTION**

Position Title: Systems Security Manager FLSA Status: Exempt

Reports to: Chief Information Officer

Department: Computer Services and Information Technology

Date Prepared: January 2008

### **BASIC FUNCTION**

The Systems Security Manager serves as the process owner for all ongoing activities that serve to provide appropriate access to and protect the confidentiality, availability, and integrity of customer, employee, and business information in compliance with organization policies and standards. The primary goals of this position are to protect the confidentiality, availability, and integrity of information, and maintain the technical mechanisms of legitimate access to it.

### **NATURE & SCOPE**

The incumbent in this position plans, directs, and manages the operation of information technology security systems; provides technical leadership, expertise, and direction working with faculty and staff for design and implementation of information technology security systems; manages information security risk assessments of enterprise computer systems; and develops best technical practices for securing enterprise-wide data and information systems.

### **PRINCIPAL ACCOUNTABILITIES**

- Actively implement security policies, guidelines, and procedures as it relates to facilities, application processing and infrastructure
- Evaluate security practices and develop security training programs to improve security
- Maintain awareness of changes in the IT security industry by attending workshops as required to maintain a high level of proficiency in the fields of computing security and business continuity
- Performing information security risk assessments and serving as the internal auditor for information security processes
- Monitoring compliance with the organization's information security policies and procedures among employees, contractors, alliances, and other third parties
- Monitors the internal control systems to ensure that appropriate access levels are maintained
- Initiates, facilitates, and promotes activities to create information security awareness
- Ability to effectively communicate within all levels of the campus community

### **SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED**

This position requires an advanced degree or equivalent in an area of study relevant to this position and at least 5-10 years of direct experience in a significant leadership role. Demonstrated experience and exposure in the security arena dealing with security-related issues a plus. Security certifications highly desirable: CISSP, CISA, CCSP