



POSITION ANNOUNCEMENT
Information Security and Identity Manager

**Mount Vernon Nazarene University exists to shape lives through educating the whole person
and cultivating Christ-likeness for lifelong learning and service**

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The university seeks a full-time, 12-month, *Information Security and Identity Manager* for its Information Technology Services (ITS) offices on the Mount Vernon main campus. The position reports to the Assistant Director for Infrastructure and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "D", with a starting rate of \$16.77/hour, which may be adjusted based on qualifications and experience. A full complement of benefits are provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for the position include:

- Develop, implement and maintain a University-wide information security plan
- Assist units with security administration, implementation, and training, including compliance requirements
- Collaborate to prepare, document, maintain, and disseminate information security policies and procedures
- Prepare and coordinate implementation of university-wide information security training
- Assess security procedures to determine compliance with federal, state, system, and university regulations
- Participate in information risk and vulnerability assessments to identify deficiencies in security, and work with the responsible team in the ITS department to resolve those issues
- Participate in security incident responses, investigations, and reporting as a team member
- Prepare responses to breaches in the confidentiality, integrity or availability of institutional data
- Administer IT security systems, including updates, backups, and upgrades
- Administrate, manage, and maintain user accounts
- Manage and support enterprise class authentication, identity management, and directory services integral to the entire campus community
- Assist with endpoint imaging process
- Administer Microsoft 365 services
- Create, manage, and deploy configuration policies for endpoint devices
- Lead cybersecurity committees and guide any related initiatives
- Manage the deployment of OS patches, feature updates, and application patches with Microsoft Endpoint Configuration Manager
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian confession of faith and mission fit
- Bachelor's degree in Information Technology or a related field required
- Knowledge of information security practices, procedures, and regulations, including FERPA, HIPAA, GLBA and GDPR required
- Experience in assessing information risk and vulnerability and developing information security practices to minimize risk and/or auditing information security required
- Familiarity with Sophos security suite, Microsoft 365 services, Active Directory, PowerShell, and LDAP preferred
- Certified Information Systems Security Personnel (CISSP) and or Global Information Assurance Certification (GIAC) with Security Essentials Certification (GSEC) certification preferred
- Systems administration, network engineering, or application development experience preferred
- Ability to work in a team environment and individually
- Ability to maintain confidential information
- Professional demeanor in appearance and in all communications
- Excellent verbal and written communication skills, including proofreading, correspondence and reporting
- Excellent time management and organizational skills
- Ability to handle emergency situations and infrastructure maintenance outside of normal business hours required
- Ability to lift 50 lbs

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.