

Director of Information Security

Job Description

Position Information

Position Title	Director of Information Security
Position Number	
Department	Information Technology Service
Reports to (Title)	Chief Information Officer
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Director of Information Security provides vision for and leadership of the information security program at Grinnell College. With responsibility for the security and integrity of data within the college's myriad systems, the Director runs the ITS Information Security Team to provide educational, proactive, reactive, and strategic services. A critical member of the ITS leadership team, the Director provides risk assessments and advises upon acceptable levels of risk for the college.

The Director serves as the process owner of assurance activities related to the confidentiality, integrity and availability of college data, and helps ensure compliance with the Grinnell College information security program, Federal and State Law, and other internal and external regulations.

The Director is responsible for establishing and maintaining an institution-wide information security management program to ensure that information assets are protected in such a way that the college can deliver its mission. This includes vulnerability management, auditing and monitoring, policy, and standards.

The Director is accountable to the Chief Information Officer and, ultimately, the Board of Trustees.

This position is fully remote-eligible.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. University degree in Computer Science, Cybersecurity, or related field is **preferred**.

Select the level of experience needed to successfully start the Five years or more

position and accomplish the essential duties of this job.

Preferred Qualifications

Required Knowledge & Experience

- 5 years executive experience managing an Information Security based team
- Experience in managing the governance of an Information Security Program
- In-depth knowledge of applicable laws and regulations related to cybersecurity
- Working knowledge of applicable privacy laws

Highly favored experience

In-depth knowledge of applicable laws and regulations related to cybersecurity and Higher Education

FLSA Category

Exempt

Staff/Faculty

Staff

Employment Status

Full-Time

Employment Category

Regular

Essential Staff (emergency situations)?

Yes

On-Call?

No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

Operational Management

- Chair the Cyber Risk Governance Committee (CRGC)
- Manage and lead the Cyber Incident Response Team (CIRT) and incident response processes and procedures
- Arbiter of Grinnell College's Information Security Program and owner of the Grinnell College cybersecurity control framework
- Working closely with ITS, fully secure the technology infrastructure
- Provide regular communications concerning the importance of, development of, changes to, and performance of, information security at the college
- Assist the CIO with developing and monitoring information security budgets
- Collaborate with the college's Data Privacy Officer to help ensure synergy with information security and privacy programs and requirements
- Recommend and implement changes in security policies and practices in accordance with changes in law.
- Assess and communicate information security risks associated with purchases, practices, and activities of the college
- Promote, oversee, and steward strategic security relationships with both internal and external entities including government, vendors, law enforcement, and other partners.
- Provide resolution to security issues in a manner that is consistent with the mission of the college
- Work with Human Resources, Legal Counsel, and other relevant bodies, to assess policy and regulatory violations
- Review technology, policy and procedural changes to Grinnell College's security program to ensure that risk is mitigated
- Owner of cyber-risks related to vendor management
- Ensure consistent application of information security policies and practices across IT systems, services, and projects
- Liaison with law enforcement agencies and cybersecurity bodies

Percentage Of Time

40

Responsibility

Continuing Education

- Remain informed of trends and issues in the security industry, including current and emerging technologies, threats, and strategies.
- Advise, counsel, and educate ITS teams on changes to the cybersecurity landscape

Percentage Of Time 20

Responsibility

Strategy and Planning

- As an active member of the ITS Leadership team, participate in strategic, tactical, and operational planning.
- Lead strategic information security planning to help achieve institutional strategic goals and mission.
- Using risk-based assessment methodologies, coordinate (and revise as needed) the evaluation, deployment, and management of current and future security technologies.
- Assist with the design and implementation of disaster recovery and business continuity plans, procedures, audits, and enhancements.
- Develop, implement, maintain, and oversee enforcement of policies, procedures, and associated plans for system security administration and user system access based on industry-standard best practices.
- Develop, implement, maintain and monitor a strategic enterprise Information Security and IT risk management program

Percentage Of Time 20

Responsibility

Team Management

- Manage and direct the ITS Information Security Team
- Lead the team to ensure appropriate advice, solutions, and resolution support is provided to end users and technical colleagues
- Lead and manage the day-to-day operations, projects, processes enhancements, support, and improvements
- Set annual goals and performance metrics for the team staff
- Ensure work is appropriately distributed among the staff
- Ensure team members have appropriate skills, training, and other resources to perform their day-to-day activities

Percentage Of Time 20

General Responsibilities

General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities? Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff Yes

If you supervise exempt staff please enter the number. 3

Select the level of supervision that this position provides. Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

Supervision Received

Select the level of supervision that this position receives from their supervisor. Nominal Direction: subject only to very broad communication associated with my position.

Computer Operations

Please check one of the following Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data 1/3 to 2/3

- Essential or Marginal?	Essential
Effective communication skills	1/3 to 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	Over 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	1/3 to 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	Over 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	Over 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	1/3 to 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential

Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	1/3 to 2/3
- Essential or Marginal?	Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Under 1/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	1/3 to 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that	Close vision (clear vision at 20 inches or less)

apply.

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	Under 1/3
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	Under 1/3
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	Under 1/3
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.