



VACANCY ANNOUNCEMENT

Information Security Policy, Awareness & Training Coordinator

Information Technology Specialist I
Information Security Department
Classified, Full Time Exempt (Position #000196)

Longwood University seeks a qualified individual to provide information security training services to the University. This position is responsible for all aspects of the University's security awareness and training program, including development, implementation, testing, training, monitoring attendance, and periodic updates.

RESPONSIBILITIES:

- Reviews and updates IT security policies, standards, and procedures;
- Develops new IT security policies, standards, and/or procedures as necessary;
- Maintains, develops, and delivers IT security awareness training;
- Provides guidance on completing the necessary steps involved in effective Risk Management and Contingency Planning;
- Maintains documentation and performs periodic reviews and testing at least annually to ensure compliance with applicable laws and standards for IT security;
- Develops and maintains information covering issues related to IT security via the departmental website.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to develop, communicate, implement, and administer information security policies, standards, and procedures;
- Ability to translate technical and security concepts to non-technical audiences
- Knowledge of current and proposed legislation encompassing response to information security breaches, as well as requirements for the protection of information;
- Strong interpersonal and collaborative skills;
- Overall understanding of IT security as it relates to Contingency Planning, Risk Management, security devices, networking, operating systems, data storage media, and peripherals;
- Web development skills.

EDUCATION AND WORK EXPERIENCE:

- High school education or equivalent required;
- Bachelors degree with major coursework in Communications, Marketing, MIS, or Organizational Development and Training preferred;
- Moderate experience in communications, marketing, or awareness training preferred.

NOTE: Candidates called for an interview will be asked to prepare a short presentation on an information security topic.

Pay Band 4; minimum starting salary \$31,352 with outstanding Commonwealth of Virginia benefits. Successful criminal background check is required. Position is open until filled with a minimum five-day posting period. To apply, submit completed Commonwealth of Virginia application <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> (indicate position #000196):

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