Posted: September 10, 2024

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY
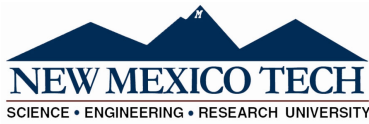
POSITION ANNOUNCEMENT

TITLE: INFORMATION SECURITY MANAGER   **DEPT:** ITC

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE $95,000-$110,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: September 19, 2024* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The Information Security Manager will, under the direction of the Director of ITC or CIO, work with other staff to create, maintain and implement information security policies, procedures and standards for New Mexico Tech (NMT), IT operations, systems and networks. Additionally, the position will be part of the incident response team for NMT and may directly respond to security incidents and direct or perform remediation and resolution of those incidents.

Responsibilities may include:
• Help perform regular IT risk assessments for the university
• Help create or modify policies that pertain to NMT security and privacy.
• Monitor and analyze security alerts from firewalls, wireless access points as well as other devices and systems.
• Help prepare for and implement security standards, procedures and controls applicable to NMT including, but not limited to: GLBA, FCI, FTI, NIST 800-171 and the Cybersecurity Maturity Model Certification (CMMC).
• Potentially help configure, operate and/or co-administer any number of security control devices such as firewalls, VPN, Endpoint Detection and Response (EDR) systems, Data Loss Prevention systems, etc.

Additionally, this position must understand technology, department and university procedures, and must support staff, all areas of the IT department and the university as it relates to security. This includes phone systems, networking, wireless, help desk, computer systems, data center operations, vendor management, inventory and projects.

Other duties as assigned.

JOBS FUNCTIONS:

Under the direction of the ITC Director or CIO, work with IT and other departmental staff to create IT security policies, priorities and document security of systems within IT and across campus.   10%
Work with staff to design, maintain and implement information security policies, procedures and standards.   30%
Help conduct initial analysis and review of security events and incidents.   5%
Monitor, analyze and respond to security alerts from network attached systems and equipment.   15%
Support enterprise vulnerability scanning, penetration testing and compliance.   10%
Help review and implement applicable compliance standards/controls and work with the organization to achieve compliance.   25%

Will be a part of the university Incident Response Team to provide 24/7 incident response and help manage the incident response lifecycle. 5%

REQUIRED QUALIFICATIONS:
Bachelor's degree in Computer Science, IT, or security related field, a lesser degree or a degree in other areas may qualify if accompanied with sufficient experience in the field. Experience in writing and maintaining educational enterprise policies and procedures. Knowledge of security compliance requirements in an educational/research environment. General understanding of laws and regulations governing IT and compliance in an educational environment. 2+ years' experience as a manager with good organizational and leadership skills. Good/demonstrated communication skills and the ability to collaborate in a collegial manner. The ability to work well as part of a team of varying levels of technical ability and backgrounds. Demonstrated experience in analysis, implementation and evaluation of IT systems and their specifications as a lead. Must be able to pass a criminal background check and obtain a clearance and CJIS certification(s). Must be able to obtain and retain a New Mexico Driver's License. Must qualify to work around CUI and other regulated information.

DESIRED QUALIFICATIONS:
Master's degree in Computer Science, IT, or security related field, a lesser degree or a degree in other areas may qualify if accompanied with sufficient experience in the field. Ability to understand phone systems, networks, computer systems, visualization, internet, cloud resources, etc. and their place/utility within an organization (within and outside of IT). Understand communications and emergency communication technology and requirements. 3+ years of experience in a IT/security management role with supervisory responsibilities and experience.

LIFTING REQUIREMENTS:
(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 51%	Walking 11%	Pulling 1%
Pushing 2%	Lifting 4%	Stooping 2%	Kneeling3%
Crawling 3%	Climbing 1%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu