Position Title: Security Analyst

Position #: 00102118

Salary: $60,000+ per year/full-time-exempt/benefited position in the 3000 professional broadband

Location: Grand Forks, ND

Closing Date: Applications received by March 3, 2015 will be given first consideration. Open until filled.

Description: This position provides administrative and technical assistance in the management of information security. This position reports to the Director of Information Security for the North Dakota University System (NDUS) /Core Technology Services (CTS) and serves CTS and NDUS campuses. This position is located in Grand Forks, ND.

Minimum Qualifications:

- Bachelor’s degree in Computer Science, Engineering, MIS or related field, or an equivalent combination of education, training and experience
- Minimum 2 years of practical experience in a technology and/or security environment
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to work a flexible schedule that may include evening and weekend assignments

Preferred Qualifications:

- Security or technology industry certifications (e.g., CISSP, SANS GIAC, CompTIA, or similar)
- Previous experience in higher education
- Experience with industry security standards and compliance (e.g., FERPA, HIPAA, PCI, FISMA, NIST, Consensus Audit Guidelines, etc.)
- Experience with vulnerability management systems such as Nessus
- Experience with forensic software such as Encase Forensic
- Experience with multi-factor authentication systems and solutions
- Experience with deployment and management of Intrusion Detection and Prevention (IDS/IPS) systems
- Experience with deployment and management of centralized logging and Security and Information Event Management (SIEM) systems
- Experience with deployment and management of Endpoint and Mobile Device Management/Security systems
- Experience with Microsoft System Center Configuration Manager (SCCM) and Microsoft BitLocker Administration and Monitoring (MBAM)
- Experience using common scripting languages
Specific Responsibilities:

- Assists with the development, implementation and enforcement of information security policies, procedures and standards
- Interacts daily with the user community to understand their security needs and provide assistance in remediation of security-related issues
- Helps to develop and conduct security training and awareness activities
- Develops, implements, and manages security technologies and systems such as Intrusion Detection and Prevention (IDS/IPS), Security Information and Event Management (SIEM), and Virtual Private Networks (VPN)
- Participates in and manages security incident response activities to include forensic investigations
- Prepares and executes security assessments, analysis and remediation
- Participates in risk analyses for central and distributed systems and networks
- Conducts vulnerability scanning activities and remediation
- Implements and manages Personally Identifiable Information (PII) and other sensitive information discovery and scanning activities
- Implements and manages endpoint full disk, file and folder, and network encryption systems
- Manages identity and authentication activities and technologies such as Network Access Control (NAC) and multifactor authentication (MFA)
- Manages and maintain the SSL certificate request and approval process.
- Conducts open records, eDiscovery, and litigation hold activities
- Handles abuse complaints such as DMCA notices
- Participates on CTS, UND, and NDUS committees as assigned
- Performs related duties as required or assigned

To Apply: Applicants should submit 1). a cover letter specifically addressing the advertised qualifications, 2). a current resume and 3). the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to

NDUS/Core Technology Services
Attention: Jane Grinde
4349 James Ray Drive
Grand Forks, ND 58202

by the close of business on the screening date. Applicants who are residents of ND and eligible to claim veteran’s preference must include Form DD214 with the application for employment; claims for disabled veteran’s preference must include Form DD214 and a letter less than one year old from the Department of Veterans’ Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans’ Affairs indicating disability, or the veteran’s death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master’s granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

The GRAND FORKS community offers an environment with the great amenities offered in larger urban areas, and the safety and convenience of a small community. Greater Grand Forks is an impressively cosmopolitan city, boasting a regional population of roughly 98,000 spanning two states.

Some of the features that make the community a great place to live are diverse educational opportunities, safety and low crime rate, parks and theaters, and a cost of living considerably lower than that found in large cities. To learn more about the community’s quality of life, visit www.gfchamber.com.