

Information Security Specialist Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=256567>

Downloaded On: May. 6, 2025 8:49pm

Posted May 5, 2025, set to expire Aug. 30, 2025

Job Title Information Security Specialist
Department Information Technology
Institution Copper Mountain College
Joshua Tree, California

Date Posted May 5, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Information Security Specialist

Salary: \$39.66 - \$59.95 Hourly

Job Type: Full-Time

Department: Information Technology

Closing:

Location: Joshua Tree, CA

Job Number: 2025-05-01ITSecSpec

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Position Description

Under the supervision of the IT director, the Information Security Specialist assumes the responsibility of safeguarding the District's information systems, networks, and data. The Specialist assists with development and implementation of security policies, protocols, and procedures to prevent data incidents and other cyber threats. Additionally, the role involves monitoring security systems, investigating incidents, collaborating with internal IT personnel to maintain system security standards, delivering security training to employees, and keeping abreast of industry security technology and trends.

This is a 40 hours/week, 12 months/year position.

*Remote work is a possibility for highly qualified candidates

****BE SURE TO UPLOAD THE REQUIRED DOCUMENTS LISTED BELOW****

Duties and Responsibilities

Promote sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds within a community college environment.

- Provide project management role with information security projects.
- Conducts vulnerability scanning, remediation, and log analysis. Using District tools (i.e. Tenable) to identify and remediate vulnerabilities on District systems.
- Responsible for email security, web security, content filtering, DNS security and working with associated tools.
- Assists with management and maintenance of the District's security information and event management system (SIEM).
- Deploys and maintains security systems and corresponding or associated software, including firewalls, intrusion detection systems, EDR/XDR and antivirus software.
- Evaluates new systems and products for security monitoring and response.
- Assists with monitoring and maintains current knowledge of emerging security alerts, issues, threats, and trends.
- Conducts technical assessments of information security incidents, including malware analysis, packet level analysis, and system level forensic analysis.
- Assists with development and implementation of Security Awareness training for staff and faculty.
- Recommends, schedules and applies fixes, security patches, disaster recovery procedures, and any other measures required in order to address security incidents.

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- Develops, implements, and documents enforcement policies, procedures and associated plans for system security administration and user system access based on industry-standard best practices.
- Assists in management and maintenance of the District's data loss prevention software.
- Assists in management and maintenance of security policies in cloud-based and on-prem environments.
- Assists in management and maintenance of the District's email security system and policies.
- Assists with development and implementation security policies for physical and virtual servers and ensures those policies are applied appropriately and meet current requirements.
- Responds to cyber incidents or events that occur in accordance with the District's incident response plan.
- Designs, plans, tests, implements, and documents complex security enhancements and additions to the network infrastructure.
- Provides high level support of the District's technology infrastructure including but not limited to firewalls, backup, and disaster recovery systems. Performs security upgrades on the District's critical IT infrastructure.
- Works with security and other related vendors as needed.
- Troubleshoots network hardware and operating problems, including but not limited to connectivity, internet access, email and servers.
- Provides guidance and advice to employees on information security best practices.
- Performs other related duties as assigned.

Qualifications

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: A Bachelor's Degree from an accredited College or University in Information Technology, Information Security, Cybersecurity or a related field.
- Experience: Five (5) years of increasingly responsible experience securing network and server/storage infrastructures in support of the District network with a demonstrated work history of increasingly responsible positions in Information Security.

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Preferred:

- Certifications: CISSP, CCNA/CCNP, CompTIA Security+, Systems Security Certified Practitioner (SSCP), GIAC Security Essentials (GSEC)
- Well versed in multiple security technologies such as SIEM, intrusion prevention systems, endpoint security, web proxy/content filtering, email security, MFA, EDR/XDR.
- Experience with vulnerability management (i.e. Tenable), Windows systems, group policy, Windows updates, DNS security products, web security products, email security products, sandboxing, DLP, antivirus, Microsoft 365 security.
- Experience securing Cisco routers, switches and firewalls.
- Experience with Microsoft 365 security features and managing 365 cloud resources.
- Active Directory experience and security.
- Experience with security logging and analyzing logs to identify security events.
- Experience creating security policies and procedures for an organization.
- Experience securing databases, operating systems, applications, physical and virtual servers.
- Experience backing up and restoring mission-critical systems.

Licenses and Other Requirements:

- Valid driver's license and an acceptable driving record to qualify for insurability by the District's insurance carrier.

Knowledge of:

- Risk management and incident response.
- Investigating security breaches and other cyber security incidents.
- Current server virtualization, network switching and routing, firewalls, data backup and recovery solutions, cloud computing resources, VoIP systems, business software applications (e.g. MS Office 365), and related systems used by the District.
- Security and business continuity (disaster recovery and backup) planning and execution
- Technology documentation and presentation techniques
- Project management methods and techniques
- Current NIST standards and CIS controls

Ability to:

- Communicate effectively, orally and in writing, with all segments of the college community.
- Establish and maintain effective working relationships with faculty, staff, and students.

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- Identify vulnerabilities and develop mitigation strategies with excellent problem-solving and analytical skills.
- Analyze security incidents and recommend preventive measures.
- Approach problems objectively and be a problem solver.
- Organize complex ideas into logical, grammatically correct written form.
- Use independent judgment and refer when appropriate.
- Review situations accurately and determine appropriate action according to established guidelines.

Supplemental Information

- Able to walk, lift, stoop, crawl, reach and work in awkward position to install, connect and repair computers.
- Able to sit for extended periods of time and use a computer terminal and keyboard.
- Able to lift, push or pull up to 50 lbs; push, pull or move equipment as necessary.
- Able to accurately read numbers, letters and images; depth perception.
- Able to speak and hear sufficiently to hear personal and telephone conversation.
- Manual dexterity to configure and repair computers, operate keyboards and use hand and power tools.

Tentative Timeline:

First consideration will be given to candidates who apply by **May 12, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Required Attachments:

In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.

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2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4927213/information-security-specialist>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Information Technology
Copper Mountain College

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