

IT Security and Compliance Analyst CollegInvest

POSTING DATE: April 11, 2017

CLOSING DATE: Open until filled

COMPENSATION: \$6,416.67 - \$6,916.67 Monthly
\$77,000.00 - \$83,000.00 Annually

CollegInvest

We are a not-for-profit division within the Colorado Department of Higher Education, here to help everyone who wants to get a college education achieve that goal and to help make saving for college just a little easier.

We provide expert information, simple financial planning tools, and tax advantaged 529 college savings plans to help Coloradans get there.

- We currently provide [4 different savings plans](#) to meet the varying needs of Colorado families.
- And, our [Matching Grant Program](#) is designed to help qualifying middle to lower income families save for higher education.

The [Colorado Department of Higher Education](#) (DHE) has oversight and management responsibilities over the division. In addition, there is an [Advisory Board of Directors](#) appointed by the Governor and confirmed by the State Senate. CollegInvest is a self-supporting state enterprise and does not receive taxpayer funding.

DESCRIPTION OF JOB:

Responsible for planning, performing, monitoring and reporting on components of varying complexity in regards to IT security and compliance programs as well as other assigned projects within information technology areas of the company. Performs assigned portions of IT security and compliance programs, determining compliance with policies and procedures, monitoring, reporting, documentation, recommending corrective action, preparing findings and assisting with or performing remediation plans. Reviews and services will be performed in accordance with professional and department standards.

Essential Duties & Responsibilities

- Performs assigned components of moderately complex security and compliance tasks with moderate to no supervision, which may include planning, risk analysis, customer interaction, testing, remediation, developing, and reporting procedures in accordance with appropriate professional and department standards.
- Develops work programs.
- Holds discussions with management regarding processes and noted control weaknesses. Prepare draft reports to management to communicate final results including recommendations for improving information system practices and controls.
- Understands and prioritizes work according to time and resource constraints.
- Obtains buy-in and ownership from management for observations and remediation plans.
- Works with Internal Audit, external auditors, management and staff to identify feasible resolutions to control weaknesses and opportunities for improvement.
- Plans and executes security and compliance reviews.
- Provides on the job and other security and compliance training to less experienced staff, in a team environment, as assigned by the in-charge.

- All work performed is moderately supervised; provides guidance to staff on assignments of low to medium complexity as assigned.
- Works independently.
- Complies with all CollegeInvest and College Assist Policies
- Performs other information technology duties as assigned
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Minimum Qualifications

Knowledge, Skills & Abilities

- Must have good written and verbal communication skills, a high degree of personal integrity, attention to detail and strong investigative skills.
- Requires analytical and communications skills to understand customer objectives, evaluate risks and controls and accurately document and support work performed and conclusions reached.
- Must possess a competent working knowledge of operating systems, application development, change management, operations, networking and telecommunications, databases, business continuity, disaster recovery and physical and logical security.
- Must be capable of working under minimum supervision, planning and conducting IT compliance reviews.
- Strong knowledge of security and compliance practices, IT audit and company operations is preferred.
- General knowledge of internal control concepts, principles, risk analysis, FISMA, Privacy, process improvement and techniques, including frameworks such as NIST, ISO2700, and COBIT.
- Must be able to interact well with customers and be able to provide guidance and counseling to assigned department staff as well as react to department management needs.
- Must be able to work in a fast-paced environment and manage multiple projects concurrently.
- Ability to manage conflicting priorities and handle multiple tasks/projects concurrently.
- Ability to effectively organize, plan, control and prioritize work/projects. Ability to regularly communicate progress to appropriate stake holders. Efficiently manages resources and understands work/project scope, key players, urgency, inherent risks and business benefits.
- Displays and promotes high standards of ethical conduct and behaviors consistent with organizational and government standards
- Ability to consistently carry out job responsibilities to meet deadlines. Ability to deliver on commitments as promised and able to acknowledge when commitments are not met and takes appropriate steps to fulfill what has been promised
- Ability to clearly and effectively convey information to individuals or groups. This includes the ability to choose the appropriate method or methods of communication
- Demonstrates the ability to analyze, identify and solve problems while using sound judgment. Able to implement solutions to address business issues. Knows who to involve and takes appropriate action
- Ability to anticipate, understand and manage customer expectations and consistent delivery of services. Clearly and effectively conveys information.

Education

Required:

- Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA) certifications or similar

Preferred:

- Bachelor's Degree in Computer Information Systems, Information Technology, or related field

Experience

Required:

- 3-5 years' experience IT risk and compliance, IT governance, IT auditing or an IT related field.
- In-Depth knowledge of internal control concepts, principles, risk analysis, FISMA, Privacy, process improvement and techniques, including frameworks such as NIST, ISO2700, and/or COBIT.

WORKING CONDITIONS

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax and personal computer. Must be available normal working hours Monday through Friday 8am – 5pm.

Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board.

Employment is contingent upon successful completion of a criminal background check.

Application Deadline:

Position will remain open until filled. Application review begins immediately and position start is immediate.

Application Procedures:

To be considered for this position, candidates must possess the essential qualifications listed above and submit a complete application package, which includes the following:

1. **Cover Letter**
2. **Resume**

Submit your completed application materials to:

stirrell@collegeinvest.org

or:

CollegeInvest
Human Resources
1560 Broadway, Suite 1700
Denver, CO 80202

CollegeInvest is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.