



Marshall B. KETCHUM UNIVERSITY

Information Security Risk & Compliance Analyst

SUMMARY

The Information Security Risk & Compliance Analyst will be responsible for creating and maintaining a balanced technology environment; where risks are minimized and functionality is optimized. This important role requires strong information security knowledge applied in a practical way that drives the value of Information Technology for the University. This position requires superb analytical skills to manage complex information collecting tools and excellent business communication skills to couple security with user behavior. Knowledge and hands-on experience with risks assessment in medium to large organizations, including managing risks are a must. This exciting role is perfect for someone to provide the leadership needed to effect positive changes in many areas of our university!

PRIMARY DUTIES AND RESPONSIBILITIES

- Develop and perform IT risk assessments across all the University's technology environment. Continuously manage IT risks through identification, quantification of risk/impact, documentation, remediation when appropriate, and reporting.
- Continuously audit IT systems to ensure cyber security best practices and compliance with policies are up to standards. Involves vulnerability scanning, pen testing, and process analysis.
- Update and develop Information Security policies as needed. Communicate and train when new policies are created. Conduct recurring user awareness training.
- Perform 3rd party vendor risk assessments for new and existing vendors.
- Lead security initiatives by way of project management, collaborating with key stakeholders, developing and communicating changes, and documenting policies.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

- Strong knowledge of compliance standards such as PCI (Payment Card Industry), HIPAA (Health Insurance Portability & Accountability Act) and related best practices for health care and retail.
- Working knowledge of Windows operating systems, VMware virtual machines, hyperconverged storage, MS SQL databases, application development, wired & wireless networking protocols, firewalls, and integration of technology components.
- Working knowledge of risk assessment processes, auditing IT systems, vulnerability scanning tools like Nessus, Pen testing tools like Metasploit, event correlation/SIEM tools like LogRhythm.
- Good understanding of OWASP and DevOps.

Skills/Abilities:

- Demonstrated experience performing risks assessments and managing risks within a complex organization. Having leadership skills to communicate risks effectively, drive change, and manage remediation projects.



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- Excellent people skills, with the ability to promote secure behavior from end users and train them on new processes.
- Strong technical skills to diagnose technology issues with a strong understanding on how applications, operating systems, networks co-exist and integrate.
- Knowledge of regulatory laws, current security trends, and security practices as they relate to IT.
- Understanding of human resource management principles, practices, and procedures.
- Highly self-motivated, self-directed, and attentive to detail.
- Ability to effectively prioritize tasks for self and staff in a complex environment.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs to successfully perform the essential duties of the position is:

- 3+ years production experience in an Information Security Role. Experience in healthcare/retail is a plus
- 3+ performing risk assessments with a tool like GRC
- 3+ years production experience managing SIEM software
- 2+ years production experience conducting vulnerability scans. Pen testing is a plus
- 2+ years production experience leading projects
- Bachelor's degree from an accredited University in the field of Computer Science, Information Systems or a related field is a plus.
- Experience working in a team-oriented, collaborative environment. Yet able to work efficiently as an independent contributor.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an onsite fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU (www.ketchum.edu).



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HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.