

Information Security Analyst Tufts University

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Posted Jul. 22, 2024, set to expire Dec. 31, 2024

Job Title	Information Security Analyst
Department	Tufts Technology Services
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://jobs.tufts.edu/jobs/20731?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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Tufts Technology Services (TTS) is a university-wide service organization committed to delivering adaptable, results driven technology solutions in support of Tufts' mission of teaching, learning, research, innovation, and sustainability. With staff working remotely, hybrid and on campus across Tufts University, as well as a 24x7 IT Service Desk, we collaborate with schools and divisions to meet the demands of a global, mobile, and diverse community. We promote a collaborative, forward-thinking, flexible work environment, embrace diversity and inclusion, and encourage personal and professional development.

Fostering a culture of organizational citizenship and making others successful, demonstrating integrity, ethical conduct and optimism, active contribution and continuous learning enables staff to serve the goals and values of the University and creates a fulfilling and positive work experience for all.

What You'll Do

Under some supervision, the Information Security Analyst performs duties with security operations, analysis, and project work wherever needed. The analyst works with the rest of the TTS Information Security team as well as representatives throughout the university to implement and maintain appropriate security and privacy practices; to research, inform, and prevent security and compliance risks; and to detect, respond, and recover from security incidents. Responsibilities include: responding to suspicious cyber security activities, incidents, and tickets; analyzing information from a wide range of sources including logs and data from network devices, applications, and security tools, from other security and IT professionals, and from Internet sources; identify process improvements and automate tasks wherever possible; maintaining and configuring security tools to appropriate needs; writing security documentation, training, and operational procedures; processing security requests; and performing security and privacy risk assessments.

- Assist with deploying and monitoring security threat detection, alerting, and research technologies. Research device and user network activities using these tools, logs a variety of other security tools (SIEM, Firewalls, IDS, anti-virus, wireless routers, vulnerability scanners, Active Directory authentication) and analyzes the resulting information for patterns and security concerns. Assists in monitoring and performing forensic investigations and responding to suspicious activities. Performs security risk and vulnerability assessments, runs vulnerability scanning tools, and provides recommended next steps.

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- Responding on a timely basis to tickets involving security concerns such as viruses, SPAM, phishing, compromised accounts, and DMCA complaints, and to tickets requesting security assistance such as conducting project and vendor security reviews, providing security consulting, requesting assistance and advice on vulnerabilities, and privacy “forget me” requests.
- Drive quality security operational processes and documentation by writing troubleshooting articles, training help desk and other staff, and creating standard operational procedures. Help create summaries of data research, incidents, and prepare and maintain records demonstrating activities, metrics, and project statuses. Help develop and maintain metrics and reports. Identify tasks that can be automated and perform implementation. Create documentation and assist in building/delivering a security awareness training program
- Perform tasks on security projects and other duties as assigned

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through a Bachelor’s degree or High School Diploma plus 7 years’ experience
- 3-5 years IT experience
- At least 1 year (concurrent; cumulative with IT experience) that has duties requiring familiarity with a variety of security issues, concepts, practices, and procedures.
- Understanding of networks, IP addresses, and DNS
- Windows and Mac configuration and system administration, and troubleshooting experience
- Experience performing security tasks such as: virus cleanup/antivirus management, password or access management, patching, log analysis, firewalls, SPAM, vulnerability scans, VPNs, etc.
- Good communication skills including writing documentation and presenting to groups
- Basic understanding of how compliance such as PCI, Data Privacy, HIPAA, and other regulations affect security, technologies, and processes
- Ability to multi-task and work under stress

Preferred Qualifications:

- Certifications such as CompTIA Security+, GIAC Information Security Fundamentals, Microsoft Certified Systems Administrator, Cisco Certified Network Associate Security (CCNA Security)
- Scripting languages or code development for task automation
- Familiarity with non-profit or academic environments

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Schedule:

- Occasional weekend and evening hours may be required.
- Must be able and willing to participate in a 24x7 on-call rotation for major IT outages and security incidences.
- This position has a work designation of remote but should be able to commute to all three campuses.

Pay Range

Minimum \$78,050.00, Midpoint \$97,600.00, Maximum \$117,150.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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