

Information Security Specialist Central Oregon Community College

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Posted Mar. 11, 2025, set to expire Mar. 30, 2025

Job Title	Information Security Specialist
Department	Information Security
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Mar. 11, 2025
Application Deadline	03/30/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
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Job Description

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Information Security Specialist

Position Number: B214PD

Starting Wage/Salary: \$65,000 - \$77,000 plus exceptional benefits

Close Date: 03/30/2025

Primary Purpose:

You will assist the Information Security Manager in day-to-day operations of providing college-wide Information Security services; support other ITS teams in evaluating, configuring, and administering information security tools and applying best practices; participate in the research, development, and

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direct support of projects that enhance COCCs information security posture and maturity.

Essential Duties and Responsibilities:

On any given day:

- You will keep an eye on systems and responding to potential threats, while helping to harden our infrastructure to ensure a secure environment for all.
- You will develop and deliver training programs and materials to empower the COCC community with the knowledge to protect our data and systems.
- You will work closely with departments and ITS teams to address security concerns, implement best practices, and tackle security challenges together.
- You will lead and track security initiatives, coordinate patch management, and stay proactive in enhancing our security posture.
- You will participate in professional development opportunities and share your expertise to help shape COCCs security approach and keep us ahead of evolving threats.

Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills and abilities, or be able to explain and demonstrate that they can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

The position requires good customer service and communication skills. A strong "can do" aptitude and the ability to triage and manage tasks to completion is highly preferred. Patience with a diversity of user skill levels and determination to resolve issues in a timely manner are essential qualities.

- Ability to learn and apply data security best practices and methodologies.
- Ability to gather and assess information from both internal and external stakeholders regarding potential security issues.
- Ability to work with end users and technical staff to support and enhance information security processes.
- Ability to research, recommend, and utilize tools to maintain and improve the colleges information security systems.
- Ability to use diagnostic tools to assess and prevent security risks.
- Strong interpersonal and communication skills (both orally and in writing), and ability to work with a wide variety of people.

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- Excellent customer service skills.
- Ability to quickly gain solid technical and functional knowledge of a broad set of software applications.
- Ability to identify process problems, analyze results and create solutions using appropriate resources.
- Ability to design and deliver effective technical training, documentation, and presentations.
- Ability to be a self-starter, work collaboratively and independently, be highly motivated and possess good judgment in identifying issues, stakeholders and priorities.
- Ability to research, analyze, and interpret technical documentation and resources.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Ability to manage multiple projects at various stages of completion.

Minimum Requirements:

The position is not a typical information technology job. A professional background in information technology is not required to be successful. Indeed, skills and experience in data analysis, systems improvement, business administration, or education are suitable if you are a self-starter, capable of grasping complex concepts, explaining them to end users, and committed to ongoing learning and relationship-building to achieve goals.

Education

- Bachelors degree in education, business, information technology, computer science, or related field and/or equivalent field experience.

Experience

- Three (3) years of similar/relevant work experience in any combination of the following:
 - Supporting end users with technology and/or business-process related services or systems.
 - Policy/procedure, training, and documentation development related to workflows and processes.
 - Data analysis, assessment, reporting, and documentation.
 - Systems administration in Windows Server/Linux/MAC environments.
 - Project management skills/experience in a technology field.

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Preferred Qualifications:

- Information security experience or certification (e.g., Security+)
- Relational database experience
- Cloud infrastructure experience
- Higher education experience

To apply, visit <https://jobs.cocc.edu/postings/11130>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.



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Contact Information

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

Contact

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