

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Professional Services Specialist 3, Comp Services – Information Security Associate, Information Security (Classified)

**Requisition Code:**

S2300625

**Location:**

Galloway - Main Campus

**Job Category:**

Professional

**Department:**

Information Technology Svs (450001)

**Salary:**

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits

**Work Hours:**

M-F, 8:30a-4:30p

**Posted Date:**

01/26/2023

**Closed Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Reporting to the Information Security Officer, the Information Security Associate is responsible for daily security operations; security education, training, and awareness activities; and coordinating investigation and reporting of security incidents. Working in conjunction with other members of Information Technology Services, the incumbent will monitor and operate aspects of the University cybersecurity program, specifically including a broad range of activities related to Identity Access Management.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Responsibilities:**

- Operate processes associated with Identity Access Management (IAM). Provision and de-provision accounts, provide insight and resources related to account permissions, and assist in the facilitation of access requests
  - Monitor and advise senior IT management of information security issues related to the network and/or systems of the university
  - Coordinate and execute IT security plans/projects for the university
  - Assist with the coordination of information security incidents and annual disaster recovery testing/planning
  - Assist in the development or production of artifacts related to information security audits, and where applicable, manage remediation efforts associated with specific findings or recommendations
  - Assist in the preparation of documentation, including departmental practices, campus notifications, presentations, web content, and related material
  - Assist in ad-hoc auditing and assessment of information systems including the Banner ERP, cloud-based services, and remote access providers
  - Work within the assigned vendor portals to interpret and respond to relevant threats to information and operational security
  - Monitor cybersecurity bulletins from a variety of providers including CERT, NIST, SANS, Cisco, Google, Microsoft, DHS, etc.
  - Perform other related duties as assigned
  - Support Stockton University's diversity commitment and strong student-centered vision and mission
- Must be flexible to support weekend and/or evening events when necessary**

### **Required Qualifications:**

- Bachelor's degree in Computer Science, Information Security, Business, or Human Resources Management
- Ability to assume mission-critical processes and manage time efficiently
- Demonstrable analytical and problem-solving skills
- Excellent communicative, interpersonal, and consultative abilities
- Proficient in Excel and other desktop productivity applications

### **Preferred Qualifications:**

- Experience with ERP systems; Banner
- GIAC or other relevant cybersecurity certifications
- Experience with programming and/or scripting
- Knowledge of Microsoft enterprise solutions; Azure, Exchange, Active Directory

**NOTE:**

- Applicants who do not possess the required education may substitute experience on a year for year basis
- A Master's degree may be substituted for one (1) year of the required experience

**Minimum Education Required:**

Bachelor's degree

**Minimum Experience Required:**

Two (2) years of experience

**Required Documents:**

Letter of Interest, Resume

**How To Apply:**

**Screening of applications begins immediately and will continue until the position is filled. Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF.**

1. A letter of interest describing specific skills and experiences
2. A current resume
3. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

**SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.**

Click [here](#) to apply.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.