
Auburn University Job Description

Job Title:	IT Systems Auditor	Level I	Grade 33 \$39,300 - \$65,500
Job Code:	KC06	Level II	Grade 34 \$45,100 - \$75,100
FLSA status:	Exempt	Level III	Grade 35 \$51,900 - \$86,400

Job Summary

Reviews internal controls and security measures for the university's computing environment including programs, departments, colleges, focusing on the confidentiality, integrity, and availability of information.

Essential Functions

1. Prepares audit programs, work papers, and issues to document vulnerability scans, system configurations and diagrams, user reports, interviews, etc.
2. Analyzes information system scans and settings and compare to industry standards and established benchmarks.
3. Consults with departments on best practices and serves as a resource on policies and procedures and internal controls.
4. Serves on committees to revise or draft university policy to improve the university's computer security environment and ensure compliance with external regulations.
5. Prepares risk analyses and vulnerability assessments for each review to identify weaknesses, compliance issues, operational deficiencies, or other specific concerns that could have an adverse impact on the university and assesses the probability of an occurrence.
6. Analyze scans, reports, system configurations, and other data to form conclusions about the security of the stored data.
7. Prepares audit reports communicating results to management and the Audit Committee of the Board of Trustees and discusses audit findings and recommendations with department heads working to obtain an acceptable management response for the audit report.
8. Identifies risks and vulnerabilities not being managed properly which would allow an intruder access to unsecured data and identifies exceptions and weaknesses in internal controls.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgements are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with 1 year of experience.
II	Under close supervision, performs varied duties and assignments involving some judgement. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 3 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for un-reviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 5 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with 1 year of experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 3 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 5 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Business, Management, Accounting, Finance, or related field. See certifications requirements for further details.

Focus of Experience

Experience in working with privacy laws and regulations and internal controls

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

Level II requires a Certified Information Systems Auditor (CISA) and level III requires a CISA and additional audit related certification

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/19/2015
