Job Class: Information Technology Specialist 3 – Job Posting JR0000000352

Working Title: Security Analyst – Access Control

Who May Apply: Open to all qualified job seekers

Date Posted: 08/12/2024

Closing Date: 08/26/2024

Hiring Agency/Seniornity Unit: Minnesota State - System Office

Division/Unit: Information Technology

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: $32.89 - $54.06/hourly; $68,674 - $112,877/annually

Classified Status: Classified

Bargaining Unit/Union: 214 – MN Assoc Of Professional Empl/MAPE

FLSA Status: Nonexempt

Connect 700 Program Eligible: Yes

Job Summary

Telework availability and options will be negotiated at time of hire.

To administer the security procedures and standards related to Minnesota State Information Security Systems, ERP systems, databases, data warehouse, and other systems. To process data access requests and role assignments to systems. Provide technical support for these access requests. To maintain and audit a history of user requests and roles. Provide support to overall security operations System-wide.

Specific Duties Include:

- Monitor and ensure compliance to established security policies and procedures.
- Update security processes and workflows as needed.
- Create, modify and maintain user accounts, rights, and related requests.
- Provide third level technical support to end users, by issues using a variety of tools to troubleshoot and resolve access request issues.
• Investigate security violations and anomalies in the ERP system using a variety of tools and reports that audit security on ERP and other systems.

Minimum Qualifications

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

• This position requires at least 4 years of full time IT experience, with at least one year of progressive security experience in the responsibilities noted above OR an associate’s degree in computer science (or a related field) and at least 3 years of full time IT experience, with at least one year of progressive security experience in the responsibilities noted above.
• Position requires progressive knowledge of information security standards, frameworks, and best practices
• Effective written and oral interpersonal communication skills with the ability to interpret and explain complex technical matters in clear, concise terms.
• Highly organized with accuracy and attention to detail in managing a variety of tasks with excellent time management.
• Self-motivated and works independently and confidentially using discretion, with minimal supervision.
• Knowledge of secure architecture, networks, incident response, and access control methodologies.
• Working knowledge or technical background that includes; WAN, LAN, Unix, Windows, vulnerability management, security event monitoring, patch management, data encryption, directory services, applications and security solutions.

Preferred Qualifications

• Possess at least 1 applicable security certification, (Security+, GSEC, CISSP, CEH, etc.)
• Ability to acquire new knowledge and skills as needed to perform evolving position responsibilities.
• Ability to define, organize and manage multiple projects/tasks/issues concurrently.
• Background in higher education or State government agencies.

Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:
• SEMA4 Records Check (applies to current and past employees only)
• Criminal History Check
• Employment Reference Check
• Social Security and Address Verification
• Education Verification
In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State’s Vehicle use criteria and consent to Motor Vehicle Records check.

**Other Information:**

Employment information for this position can be found in its collective bargaining agreement or its plan document at [https://www.minnstate.edu/system/working/relations.html](https://www.minnstate.edu/system/working/relations.html)

**Why Work for Us**

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit our web page: [Working at Minnesota State!](https://www.minnstate.edu/system/working/)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical ($38.50 per month single and $262.66 per month family) and dental insurance with low deductibles ($400 - $800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

**How to Apply**

Applicants not currently employed by Minnesota State can access the job posting and apply through: [https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/Security-Analyst---Access-Control_JR0000000352](https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/Security-Analyst---Access-Control_JR0000000352)

Internal Applicants: All current Minnesota State employees will need to log in to Workday to apply for this position. Employee should search for “Browse Jobs – Employee” in Workday via the search bar at the top to view the opening.

**Contact**

Shane Moore  
Email: [shane.moore@minnstate.edu](mailto:shane.moore@minnstate.edu)  
Phone: 651-273-3967

**Equal Employment Opportunity**

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran
status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.

Minneapolis State is an affirmative action, equal opportunity employer, and educator.