IT AUDITOR

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Project Management | * Manages complex projects. Develops project plan, manages milestones, and drives project forward. Accountable for keeping project on track.
* Communicates with senior leadership regarding project milestones, risks, and other issues.
* Assigns and distributes resources (e.g. personnel, effort, expenditures, vendors, etc.).
* May serve as a matrix system supervisor during the project duration.
* Implements change management procedures and provides training or advises on training associated with the change management projects.
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| Security | * Analyzes IT resources to ensure they are used in a way that appropriately manages risk and meets State and University requirements. If issues are found, creates corrective action plans.
* Anticipates security breaches and potential vulnerabilities and make recommendations for and/or determine best practices to comply with internal/external information security policies and standards.
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| Quality Control & Reporting | * Administers institutional audits on risk, governance, and control processes of all IT functions. Identifies weaknesses in applications, systems, and networking procedures; coordinates action plans to address those weaknesses and improve security posture of the IT organization.
* Establishes, maintains, appropriately documents and monitors adherence to policies, procedures and controls and for working with internal and external auditors.
* Designs, configures, develops, monitors and oversees quality controls for applications supported.
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| Consultation | * Evaluates the effectiveness of IT functions for risk management, control and governance processes and consults with clients on recommended improvements they could pursue.
* Plans and conducts audits of University departments and programs related to IT activities and presents findings with clients, outlining any possible misuses or issues, and offers corrective action options to address any underlying causes identified.
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| Supervision/Management | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc.
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| Other Duties (5% max) | * Other duties as assigned by management to meet business needs
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