# Center for Strategic Information Technology and Security

# MnSCU Information Security Assessment Program

## Information for Campus Security Peer Reviewers

### Purpose

The purpose of the Information Security Assessment Program is to help campuses identify and prioritize strategic and tactical opportunities to improve overall information and systems security.  In addition, the program will provide information that will help identify system-wide needs for training, technology investments and other important resource allocation decisions.

### Process Overview

The primary "deliverable" of the Security Assessment Program is a "security roadmap", a set of written recommendations derived from analysis of information generated by a structured review process based on standards from several security frameworks.

**Peer Reviewers** play the pivotal role in this process by conducting on-site data collection, including individual and group interviews, and by producing a summary report and preliminary roadmap.  Project mangers from the Center and Office of  the Chancellor further analyze the data; review and revise the roadmap, and create a master report for the Office of Chancellor. The project managers from the Center and Office of Chancellor present the final version of the Roadmap to the campuses.  Peer reviewers will be invited to attend these report sessions with permission of the client campus CISO.

## *Peer Reviewer Job Description*

### SUMMARY

Works with client campuses to schedule the assessment project and conducts on-site data collection, including individual and group interviews, and writes a summary report and preliminary roadmap.

### MAJOR DUTIES AND RESPONSIBILITIES include the following:

- Contacts campus CISOs to determine schedule and answer any questions about the assessment project.
- Performs on-site reviews based on the program work plan questionnaire.
- Performs review procedures, including identifying and defining issues, developing possible mitigation, and documenting institution processes and procedures.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary report, and prepare working papers.
- Identifies, develops, and documents issues and recommendations using independent judgment concerning areas being reviewed.
- Communicates or assists in communicating the results of review via written reports to the Center.
- Adheres to all organizational and professional ethical standards.

## SCOPE OF WORK

Because two days of training (stipend and expenses are paid) is required, Peer Reviewers must commit to conducting at least TWO campus assessments during the summer and fall of 2007. If available, Reviewers may be able to conduct as many as FOUR assessments. An assessment typically requires two days (16-20 hours) on site for interviews and other data collection activities. Pre- and post-work takes another 16 hours. Larger campuses will be done with teams of two reviewers, smaller campuses will likely be done by a single reviewer after completing at least one team-based assessment. This is projected to be a recurring project, so additional opportunities may be available in coming years.

## COMPENSATION

The method of compensation will vary with employment status. Faculty will be paid on a lump sum stipend basis, and staff will be paid through a combination of "release time" (reimbursed to department) and overtime. Final details are pending, but project-based stipends are based on rate of approximately $50 per hour. Other benefits include paid travel expenses, a professional development opportunity, getting to know other campus personnel and fame!

## QUALIFICATIONS

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, education and/or ability required for this position. **Faculty and staff** are encouraged to participate.

## ESSENTIAL JOB SKILLS and/or ABILITIES

- Knowledge of networks and servers at CCNA and MCSA level (either or both)
- Familiarity with information security concepts, principles and technology
- Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Ability to work independently under general supervision with considerable latitude for initiative and independent judgment.
- Skill in negotiating and problem resolution.
- Skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations.

## EDUCATION and EXPERIENCE

- ITS 2 minimum classification OR three years of teaching experience in related field
- Bachelor's degree OR associate's degree in a related field OR associate's degree with additional technical certifications
- Two years of work-related (teaching is work!) responsibilities in some aspect of information or network security, application security, Web security, risk management, or information assurance.

Contact Darren Dannen, Assessment Project Manger for current contract opportunities within this project. You must be a current MnSCU faculty member, either full time or adjunct with at least two years of affiliation.