The University of Texas at San Antonio

Position Description

Job Title:	Student Information System Security Manager
Code:	19273
Salary Grade:	60
FLSA Status:	Exempt
Department/Division:	Office of the Registrar
Reports To:	Director of Registration and Records

Summary

- <u>Function</u>: To oversee and manage the coordination, implementation and maintenance of permissions for access to the Student Information System.

- <u>Scope</u>: Responsible for oversight and management of the day to day activities that support Student Information System access control.

Duties

- <u>Typical</u>:
    1. Recommends policies and procedures for the administration of access control for the Student Information System.
    2. Oversees and maintains, data accuracy, communications, Banner support, training and roles establishment.
    3. Develops, implements, and provides training on policies, standards, guidelines, and security monitoring processes in relation to general control, security programs, privacy regulations, and development and operation of the University's Student Information System.
    4. In collaboration with the Office of Information Technology schedules and oversees updates and testing.
    5. Leads the development, design, delivery and implementation of program documentation; coordinates resources, manages timelines as they relate to access control of the Student Information System.
    6. Reviews, maintains and updates policies and procedures.
    7. Supervises, counsels and evaluates Student Information System security staff.
    8. Performs other duties as assigned.

- <u>Periodic</u>:
    1. Makes recommendations for the improvement, development and growth of Student Information System security.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Computer Science, Information Systems, or a technology related field from an accredited institution.

Other Requirements

Required	Preferred
Excellent oral and written communication skills.	Working knowledge Student Information Systems.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in information systems administration and support.	Similar experience with a Student Information System.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
General supervision from immediate supervisor.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.