



Executive Program Director, Security Strategy and Execution Job Description

JOB INFORMATION

<i>Job Code:</i>	168042
<i>Job Title:</i>	Executive Program Director, Security Strategy and Execution
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	IT Security
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Leads the university's information security function in several key strategic areas. Demonstrates a deep understanding of the university's information security mission and assists with strategy and planning, developing the department's multi-year roadmaps and coordinating program management and communication.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Information Science	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Information Science	Or
	X	Master's degree	Business Administration	

Additional Education

Check here if experience may substitute for some of the above education.

☐ Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years		
X		3 years	in information technology	
	X	8 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

☐ Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated experience with a wide range of information security issues and technologies (e.g., risk assessment, data privacy laws, accepted industry practices).
X		Proven ability to operate within a complex, decentralized environment.
X		Excellent leadership ability.
X		Ability to lead large, complex projects across various business and functional units.
X		Experience developing and maintaining effective, collaborative relationships.
X		Proven problem-solving and analytical skills.
X		Excellent written and oral communication skills.
X		Experience presenting technical material to executive audiences.
	X	Proven ability to create and maintain cultures of trust and transparency from a leadership position.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Information Systems Security Professional (CISSP) and Certified Information Security Manager (CISM) certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Accountable for the design, management and execution of complex, multi-year information security roadmaps. Collaborates with other information security leaders to gather data. Measures overall effectiveness of information security programs and services, and collaborates with other units in setting, evaluating, and managing program goals and priorities				
Ensures program alignment with broader needs of the university community. Maintains strong partnerships with campus units (e.g., schools, administrative units, general counsel), ensuring open lines of communication and effective change management.				
Manages project progress and budgets. Tracks and reports status of roadmap progress, issue resolutions, and budget-to-actual costs. Prioritizes investment and financial strategies that mitigate risk. Prepares reports and communication as necessary to update executive leadership on information security strategies and the university's risk posture.				
Builds and maintains relationships with industry peers, customers, partners, and stakeholders. Participates in relevant governance boards, councils, and meetings to understand current and future business needs, and ensure consistent, reliable service.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.