Position Overview:
The IT Security Analyst plays a key role in the Information Technology Office of Duke Kunshan University (DKU). This position works very closely with Duke ITSO (IT Security Office) team to provide detective, protective and preventative technologies to protect DKU network and all IT assets from being compromised. This is a combination of engineering and operational role. As information security is an extremely fast paced field, the Security Analyst is expected to research new technologies and rapidly understand their uses and risks. The success candidate requires excellent oral and writing skills (both in English and Chinese), project management, strong people skills, and a results-oriented attitude. In all endeavors the candidate must demonstrate the highest degree of ethics and professionalism.

Reports to:
Director of Information Technology

Essential Duties:
• Performing technical evaluations of systems, services and networks to assess and decrease the relative security risk.
• Assist in the planning and development phases of projects to ensure that the system deployed meets the security objectives of the university.
• Creating and maintaining technical tools which assist the IT in its daily operations.
• Support for ITSO tool sets including but not limited to the campus intrusion detection and prevention systems, log analysis, data loss prevention, and laptop encryption services.
• Keeping abreast of both new security threats and new technologies for mitigating these threats.
• Assisting in the development of IT policy appropriate to the campus environment.
• Provide incident handling support for security incidents, including acting in the role of first responder.
• Perform other duties as assigned.
• University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.
**Required Qualifications:**

- B.S. in Computer Science, Engineering or related field plus 5+ years of experience in security, networking, systems administration, etc.
- Excellent verbal and written skills, both in English and Chinese.
- Experience in using security tools, familiar with security appliances.
- Experience in system security (Unix, Linux or Windows), security policy and best practices, systems administration, networking protocols, etc.
- Experience with security practices in a large, decentralized heterogeneous environment such as a university.
- Familiar with China’s Cyber Security related laws, regulations, and practices.
- Certifications such as SANS, CISSP, CISA, CISM, etc. are optional, but will be considered favorably.

**Competencies and Behaviors:**

- **Curiosity:** interest in learning the ins and outs of Security at and beyond DKU. Enthusiasm to ensure a steady stream of interesting new challenges.
- **Autonomy:** ability to work with minimal oversight while investigating a problem and scoping out possible solutions.
- **Teamwork:** knowing when it’s time to bring problems back to the team for help or a second opinion. Willingness to share insights and provide mentorship to other colleagues inside and outside of the team.
- **Commitment to quality:** passion and active advocacy for best practices and quality improvement.
- **Connection to mission:** we’re looking for a team member who believes it’s worth going the extra mile to make it better and safer for people in our community to access the services they need for work, research, and study. Help DKU meet business needs with security, convenience, and reliability.