

Information Technology Auditor

Posting Details

Working Title	Information Technology Auditor
Position Number	FA5810
Posting Number	AP00190P
Type of Recruitment	General Public
Is this position restricted?	No
Work Location	Radford
Division	Central Administration-40
College/Unit	Central Administration-E&G-400
Department	Audit & Advisory Services-40003
Hours Per Week	40
Months Per Year	12
Academic or Calendar Year	Calendar Year
Full Time/Part Time	Full Time
If part time, enter Percent Time	
Normal Work Schedule	Monday – Friday 8:00am-5:00pm
Physical Demands	
Contact Name for Applicant	Margaret McManus
Contact Phone for Applicant	(540) 831-5966
Education/experience	Master’s degree in Information Systems, Computer Science Technology, or related field or Bachelor’s degree in such field with significant related work experience. Plans and performs complex, technical, and non-standardized audits relating to information technology activities. Applies advanced knowledge of information technology while designing and performing audit test procedures to accomplish audit objectives. Obtains, analyzes, and appraises audit evidence as a basis for conclusions, exercising professional discretion and judgment. Coordinates multiple projects, if necessary. Adequately documents all audit work performed to support conclusions. Identifies business issues and develops recommendations for University management. Communicates and discusses recommendations on matters of significance with University management. Manages projects with minimal guidance, keeping
Job Summary	

supervisor apprised of progress and/or expected problems. Drafts audit reports for review and approval by the University Auditor. Follows up with management to determine that adequate corrective action has been implemented. Takes professional initiative and independently performs research and/or advises on state, federal, and other applicable regulations, standards, and best practices related to information technology such as data security and system security, producing non-standardized work products as necessary. Provides guidance on achieving and maintaining compliance with such. Interacts frequently with senior management and others on issues. Stays abreast of changes in the IT industry, including emerging risks. Measures and determines risks to the University in IT areas. Identifies potential projects. Determines general audit scope and resources required for IT audits and projects. Performs and/or assists with special projects and investigations. Plays key role as the department's liaison with external auditors for IT matters. Performs other duties as assigned, including providing input and guidance on departmental IT matters. Obtains annual continuing professional education credits sufficient to meet the U.S. Government Accountability Office requirements. Represents internal audit on various committees related to IT areas and concerns. Attends meetings, both regularly scheduled and other, related to IT subjects. Participates/advises in system developments as IT audit representative.

Required Qualifications

1. Experience identifying information technology risks, testing network and application security, and providing management with information and recommendations 2. Knowledge of and experience with application software controls, operations and change controls, and an understanding of database technology 3. Experience in researching, interpreting, and applying pertinent laws, regulations, policies, etc. 4. Excellent interpersonal skills with the ability to establish and maintain effective working relationships with various levels of management 5. Ability to work independently with little guidance, including planning and conducting all aspects of complex audits of university information technology operations and systems 6. Proficiency with Microsoft Office Suite products 7. Ability to maintain confidentiality 8. Excellent written and verbal communication skills 9. Strong analytical skills

Preferred Qualifications

1. Certification as a CISA, CISSP, CISM, CPA, or CIA. 2. Experience in higher education. 3. 3-6 years' experience in information technology auditing or in professional auditing position. 4. Experience with wireless networks, Microsoft Active Directory, and Oracle.

Hiring Range

Commensurate with experience

Posting Date	04/28/2021
Application Review Date	05/12/2021
Closing Date	
Open Until Filled	Yes
Special Instructions to Applicants	Please attach a Word document with name and contact information for 3 professional references to "Other".
Employment Conditions	Must have a criminal background check, Statement of Economic Interest is required, Telecommute Eligible
Statement of Economic Interest is required	Yes
Alternate work schedule	
Required Licenses	
Describe other job related licenses and/or certifications	
Equal Opportunity/Affirmative Action Statement	Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices.
Clery Statement	In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Radford University publishes an Annual Security and Fire Safety Report. The report includes the university's policies, procedures, and programs concerning safety and security, as well as three years' of crime statistics for our campus. As a prospective employee, you are entitled to a copy of this report. The report and statistical data can be found online at Radford.edu/police. You may also request a paper copy of the report from the Radford University Police Department located at 810 East Main Street PO Box 6883, Radford, VA, 24142.
Reasonable Accommodation Statement	If you are an individual with a disability and desire accommodation in the application process please contact the hiring department.
Quick Link for Internal Postings	https://jobs.radford.edu/postings/9350

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Cover Letter/ Letter of Application
2. Resume
3. Other

Optional Documents