



IT Specialist I/Cyber Security Administrator– Staff - California Northstate University, Elk Grove, California, USA

POSITION TITLE: IT Specialist I/Cyber Security Administrator
REPORTS TO: AVP of Operations
WORK SCHEDULE: M-F, 40 hours/week
WORK LOCATION: Elk Grove, CA (primary)
Sacramento, CA and Rancho Cordova, CA (Secondary)-on site
CLASSIFICATION: Full-Time, Non-Exempt
SALARY: \$31-\$40/hour
CLOSING DATE: Open until filled

JOB SUMMARY:

The IT Specialist I/Cyber Security Administrator is responsible for managing and overseeing the planning, implementation, and maintenance of network security projects at the university. The IT Specialist I/Cyber Security Administrator collaborates closely with the IT department and business office to ensure that the network security meet the university's standards and policies.

DUTIES AND RESPONSIBILITIES:

- Plan, coordinate, and execute network security projects, such as installing firewalls, antivirus software, encryption tools, and VPNs, Cisco switches, on the university's network infrastructure. Report directly to the Senior VP of Operations.
- Implement the strategy to manage and protect Personal Identity Information (PII) and Protected Personal Information (PPI), such as DOB, SSN, Driver's license, home address, and phone number.
- Backup firewalls, routers, and switches device, manage all network security related configuration files and routing tables
- Create process for wireless network management and updates, including automation of password reset process
- Manage and optimize the DNS services, network security related software, such as Microsoft 365, SCCM, Intune, Aruba, etc.
- Lead the effort to develop the SOPs for disaster recovery.
- Communicate with stakeholders and project team members to define project scope, objectives, deliverables, and timelines
- Monitor and report on project progress, status, risks, and issues
- Ensure that the network security projects comply with the university's security policies, procedures, and best practices
- Provide technical guidance and support to the project team members and end-users as assigned
- Conduct quality assurance and testing of the network security solutions
- Conduct regular cyber security simulation, drill and recovery
- Provide cyber security training materials to end-users as assigned
- Document and maintain project documentation, such as configurations, project plans, reports, manuals, and training materials
- Other duties as assigned.



QUALIFICATION AND SKILLS:

- Bachelor's degree in computer science, engineering, or related field, master degree is preferred
- At least three years of experience in network security projects and administration (preferred)
- Knowledge of network security technologies, such as firewalls, antivirus software, encryption tools, and VPNs
- Knowledge of network security standards and frameworks, such as NIST, PCI, and ISO
- Knowledge of project management methodologies, such as Agile, Scrum, and Waterfall
- Strong communication, collaboration, and problem-solving skills
- Ability to work independently and as part of a team
- Ability to manage multiple projects and prioritize tasks
- Ability to work under pressure and meet deadlines
- PMP, CISM, or CISSP certification is preferred

PHYSICAL REQUIREMENTS:

- Prolonged Sitting: Must be able to sit for extended periods of time while working at a desk or workstation.
- Typing and Data Entry: Frequent use of a keyboard and mouse for extended periods.
- Manual Dexterity: Ability to handle small tools or equipment for tasks such as installing hardware, servers, or network cables.
- Lifting and Carrying: Ability to lift and carry up to 25-50 lbs to move computers, hardware, servers, or other equipment.
- Climbing: Ability to access server rooms, wiring closets, or other locations requiring climbing ladders or stairs to install or troubleshoot equipment.
- Visual Acuity: Ability to read text on a screen or paper, distinguish cables, or other detailed components in a tech environment.
- Travel: Willingness and ability to travel to different locations as needed for on-site support, installations, or maintenance.
- Working in Confined Spaces: Ability to work in tight spaces such as server racks, under desks, or in data centers.
- Environment: Ability to work in environments with varying temperature or lighting conditions, such as data centers, server rooms, or offices.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.

Interested applicants may follow the below link to our Indeed employer page or apply on the university website. CNU Jobs on [Indeed](#). CNU Jobs on [website](#).

Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu.

Review of applicants will begin immediately and will continue until position is filled.

All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.