apex evaluation that works

DATA SECURITY COORDINATOR

POSITION DESCRIPTION

This position serves as a key connection between policy creation and implementation of Apex's data security plans. The Data Security Coordinator will interact with internal and external partners to ensure that data is secure as well as demonstrate and document adherence to compliance policies. This position requires someone with attention to detail, adaptive communication skills, and technical expertise.

PRIMARY OBJECTIVES

This position is an internal-facing member of the Data and Compliance team and reports to the HIPAA Compliance Officer with significant collaboration with the Technical Program Manager.

- Ensure policies and processes are implemented to safeguard and secure data, including maintenance of Risk Management Plan and Security policy

- Complete security assessments for partner organizations

- Conduct routine security policy actions, serve as administrator for software products and manage equipment

MAJOR AREAS OF RESPONSIBILITY & SPECIFIC RESPONSIBILITIES

1. Security policy and process maintenance and implementation

    a. Create, review, maintain, and update security policies, procedures, and processes

    b. Conduct Security Risk Assessments and implement, review, maintain, and update Risk Management Plan, and Vendor Risk Management

2. Security assessments

    a. Complete security assessments on behalf of organization and submit them to requesting organization

    b. Facilitate and participate in security meetings, as requested by partner organizations

3. Conduct routine security policy actions and maintain security of internal accounts

a. Complete routine security policy actions

   a. Virus scans

   b. Inventory checks

   c. Security tests

   d. Phishing tests

   e. Backup tests

b. Serve as administrator for Apex staff software products

   a. Maintain licenses and account permissions for staff

c. Maintain equipment management policies, ensuring compliance with necessary requirements

   a. Complete reviews of tools

d. Review/maintain activity and user logs for all software products used by Apex

SKILLS & COMPETENCIES

- Knowledge of data privacy laws and regulations such as GDPR and CCPA

- Written and verbal communication skills

- Strong ability to follow and maintain established procedures

- Experience writing technical policies

- Effective skills in articulating complex ideas in a way that is easy to understand

- High attention to detail

- Experience conducting security assessments

- Ability to work independently and as part of a team

- Proficiency in Microsoft Excel and Word

- Ability to learn and utilize new technologies

EXPERIENCE

Candidates should possess sufficient training to use the necessary software programs and execute the areas of responsibility and specific tasks listed above. This training would most likely come from a bachelor's or master's degree in computer science, cybersecurity,

information science, information security, or a related field, or in some cases it could come from stand-alone online courses.

Candidates must have experience executing the areas of responsibility and specific tasks listed above. This experience can come from class assignments, volunteer opportunities or on-the-job experiences. The ideal candidate will have experience executing these tasks in multiple projects or settings. The ideal candidate will have experience with data encryption and decryptions techniques, as well as vulnerability assessments and penetration testing. The ideal candidate will have familiarity with HIPAA and FERPA compliance, security tools such as firewalls, intrusion detection systems, and antivirus software.

Candidates will be prescreened based on the following:

1. United States residency is required
2. At least one year experience creating and maintaining security policy and processes
3. At least one year experience conducting security policy actions

CORE VALUES

Our core values shape our approach to our colleagues and partners. These values are learning, collaboration, excellence, equity, innovation, and leadership. Apex employees are expected to practice kindness and optimism; curious intelligence; work ethic; empathy; self-awareness; and integrity. Systems thinking is a part of our culture, which approaches problems using distinctions, systems, relationships, and perspectives (DSRP). This method of thinking is central to the way we approach our work at Apex. Knowledge of systems thinking is not a prerequisite for hire, and employees will receive ongoing training in this method of problem-solving.

Apex Evaluation is an active Equal Employment Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, or genetics.

COMPENSATION & BENEFITS

● Annual salary of $70,000

● Apex practices a four-day, 32-hour work week as full-time status

● Vacation and holiday paid time off (PTO) are included

● Other benefits available after a 60-day wait period include enrollment in a Simple IRA retirement plan with up to 3% matching percentage contributions from the company, as well as health insurance options. Questions regarding eligibility may be directed to careers@apexeval.org.

- For more benefits and perks, check out our [Careers page](#).

LOCATION

Apex Evaluation is a fully remote organization based in Albuquerque, NM. We are exploring options for in-person team meetings. Candidates should be prepared to travel to Albuquerque on an annual basis for 1 to 2 days. Travel expenses and lodging for employees will be covered by Apex.

CONTACT US

Complete the [Apex employment application form](#) by March 24, 2024 for best consideration. Questions regarding this position may be directed to careers@apexeval.org.

Candidates should prepare to participate in two rounds of virtual interviews. Interviews will include the role's immediate supervisor as well as additional Apex staff. Interviews are currently slated for April and May 2024. After initial application, most candidates can expect a decision within a month on whether Apex will advance their candidacy to an interview. Decision time frames will be discussed in further detail during a candidate's first interview.