

Chief Information Officer Missouri Higher Education Loan Authority

Established in 1981, The Missouri Higher Education Loan Authority ("MOHELA") is a leading national servicer of student loans. Our success for almost 30 years is due to the tremendous efforts of our outstanding staff.

MOHELA is currently searching for an outstanding individual to join us as Chief Information Officer.

Responsibilities:

General Statement of Duties: The Chief Information Officer (CIO) is accountable for directing the information and data integrity for all Information Technology functions. The CIO is responsible for establishing and maintaining a company-wide information security program to ensure that information assets are adequately managed, planned and protected. This position is responsible for identifying, evaluating and reporting on information security risks in a manner that meets federal regulatory requirements and U.S. Department of Education compliance standards.

Provides overall management and definition of all technology and communication activities including responsibility for providing a leadership role in the day to day operations of the Information Technology functions as well as providing direction as the Authority grows.

The CIO interacts with the senior management team to monitor and validate the Authority's compliance with its security policies and federal requirements such as: Federal Information Security Management Act (FISMA), including National Institute of Standards and Technology including SP 800 series (18, 37, 53, 64) and Federal Information Processing Standards (FIPS).

Major Duties:

1. Divisional Management - Provide leadership and operational management for information technology processing needs including computing policy development and implementation; operational procedures; computer security; PC, Mini, and Mainframe equipment, software; communications operations; disaster recovery; provision of programming assistance; and general advice on staff computing needs and training. Develop planning to include intermediate and long range goals and objectives.

2. IT Security - Develop and maintain IT security policies, program, processes, procedures, standards, and guidance consistent with MOHELA standards and federal requirements. Ensure the scope of reviews to make certain that all systems have effective, quality IT security documentation in place, including:

- (a) Qualitative risk and security assessments

(b) Current and effective IT security program that conforms to NIST 800 series and is integrated into all areas

(c) System self-assessments that conform to NIST 800 series guidance

(d) Current and tested contingency plans that conform to NIST 800 series

Conduct self-assessments of the IT security program to ensure effective implementation and compliance with established policies, processes and procedures. Informs senior management of findings and associated recommendations to ensure continued compliance with Authority and federal requirements.

Primary liaison on IT related audits conducted by internal audit, financial auditors, and special external auditors as determined. Coordinates audit activities, tracks open issues, ensures timely response to inquiries and issues, debriefs management throughout the process.

Act as the Authority's central point of contact for IT security incidents, develop incident handling procedures, and report all incidents to the responsible incident response manager.

3. Contingency Planning/Disaster Recovery/Business Continuity - Administer, maintain, develop, and implement policies and procedures for ensuring the security and integrity of the Authority's data and quality assurance for a Contingency Plan. Responsible for coordinating the development of contingency policies, plans and procedures to ensure the organization can respond to a disaster so that the critical business functions can be resumed within a defined time frame, the amount of loss can be minimized, and any stricken facilities can be repaired or replaced timely. Acts as an advisory for all aspects of the organization's Contingency, Disaster Recovery and Business Resumption plans.

4. Information Technology and Security Plans - The position is accountable for establishing, implementing, and managing policies, processes and procedures for multiple formal information technology and security plans including, but not limited to:

- Security Plan
- Configuration Management Plan
- Software Development Lifecycle Plan
- Security Program Management Plan
- Risk Management Plan

5. IT Security Training - Establish a process to ensure that all employees receive periodic IT security awareness briefings and copies of policies of behavior, are trained to fulfill their IT security responsibilities, and understand the consequences of non-

compliance. Develop procedures for an IT security awareness and training program for all personnel, including specialized training as necessary for IT Professional Staff.

6. Personnel - Management of Information Technology staff including recruitment, training, evaluation, counseling, discipline, salary recommendations, promotions, grievances, staff assignments, and all other staff issues.

7. Budgeting/Finance - Development and management of budgets and finances for the Information Technology division including preparation of budget recommendations, oversight of computer hardware and software leases and authorization of computer and computer related purchases for MOHELA. Directly responsible for maintaining expenses within budgetary guidelines.

8. Member of Senior Management - As a member of senior management, participate in the formulation, development, and implementation of short, intermediate and long range tactics to achieve strategic objectives. Prepare materials, documents, plans and information as required for the MOHELA Board of Directors and present materials, documents, plans and information to the Board. Also, as a member of senior management, positively represent the organization at external events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

- Bachelors degree (required) or Master's degree (M. A.)(preferred) in Information Technology or Computer Science and 5 or more years in a senior level information technology position, with a minimum of 2 years leading Information Security Initiatives for small to mid size organizations. Related experience should include working under the Federal Information Security Management Act (FISMA), applicable NIST requirements and Federal Information Processing Standards (FIPS).
- CISM [Certified Information Security Manager]; CISA [Certified Information Systems Auditor]; CISSP [Certified Information Systems Security Practitioner]; ISSAP [Information Systems Security Architecture Professional]; or CPP [Certified Protection Professional] certification desired.
- Ability to lead and motivate cross-functional, interdisciplinary teams to achieve tactical and strategic goals. This is a highly responsible position that requires both quantitative and interpersonal skills.
- Demonstrated ability to serve as an effective member of senior management team and ability to communicate security-related concepts to a broad range of technical and non-technical management and staff.

- Experience with systems design and development from business requirements analysis through to day-to-day management.
- Demonstrated project management, organization and facilitation skills.
- High level of personal integrity, and the ability to professionally handle confidential matters and exude the appropriate level of judgment.

Located in Chesterfield, Missouri, MOHELA offers excellent benefits, including:

- * Medical +Dental +and Vision coverage
- * 401K with dollar for dollar match up to 8% of salary
- * Pension
- * Earn accrued Paid Time Off on first paycheck
- * 11 paid holidays each year
- * Tuition Assistance from 50%-100%
- * Employee Assistance Program

Please send your cover letter and resume to us at: hr@mohela.com or fax to 636-787-2747.

To build a diverse workforce, MOHELA encourages applications from individuals with disabilities, minorities and veterans.

In compliance with the American Disabilities Act Amendment Act (ADAA), if you have a disability and would like to request an accommodation in order to apply for a position with MOHELA, please call 636.532.0600 x3571, TDD 636.532.5189, or email hr@mohela.com.