



Beth Israel Deaconess
Medical Center



HARVARD MEDICAL SCHOOL
TEACHING HOSPITAL

Student

Department Name and ID: IS Security 01081980

Reports to (job title): Mgr - IS II

Grade: 02A

Current Job Code: A2855

FLSA Status: Nonexempt - All per diem positions are considered Non-Exempt

Effective Date: 2014-04-04

Status: Final Approved

Job Summary: Performs general business support responsibilities related to the student's program of study under department supervision.

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of this position.

Department Specific Job Responsibilities:

1. Performs general security technology related responsibilities under the direct supervision of senior staff and or/executive leader responsible for the department.
2. Organizes and performs a variety of BIDMC project based and cohort project based tasks related to information security technology. Provides practical experience in the field to match or exceed the University's program requirements and BIDMC's information security requirements for the internship.
3. Collaborates on information security issues that may require additional assistance to reach goals and develop a proposed solution or methodology to support project needs.
4. Works on the information security team and has a solid background in technology with a focus in information security, cyber security, tool analysis and development, and research on threat visibility.

Primary Responsibilities:

1. Organizes and performs a variety of responsibilities that provide practical experience in the field of the Student's academic program and support the business functions of the department. (essential)

Required Qualifications:

1. High School diploma or GED required.
2. 0-1 years related work experience required.
3. Currently enrolled in an academic program in a College, University or other advanced educational institution and is a graduating senior focused on information security technology with a GPA of 3.5 or higher.
4. Should be a critical thinker and have the aptitude to work through difficult problems, coming up with creative technology solutions or recommendations that would help solve a business problem for BIDMC.

5. Develop solutions in homegrown code and be able to take direction and initiative of evaluating, architecting and deploying COTS solutions with direct supervision.
6. Experience with computer systems required, including web based applications and some Microsoft Office applications which may include Outlook, Word, Excel, PowerPoint or Access.

Preferred Qualifications:

1. Experience with open-source information security tools, licensed IPS/IDS/FW/Threat Feeds/Intelligence gathering, application and database security.
2. Working as a team in a fast moving IS environment where patient care is of the utmost importance.

Competencies:

1. **Decision Making:** Ability to make decisions that are based on specific instructions, standard practices and established procedures which generally require little or no supervision.
2. **Problem Solving:** Ability to address problems that are routine, somewhat repetitive and generally solved by following clear directions and procedures and by identifying opportunities for process improvements.
3. **Independence of Action:** Ability to follow general instructions and procedures as provided. Work is monitored by supervisor/manager.
4. **Written Communications:** Ability to communicate clearly and effectively in written English with internal and external customers.
5. **Oral Communications:** Ability to comprehend and converse in English to communicate effectively with medical center staff, patients, families and external customers.
6. **Knowledge:** Ability to demonstrate basic knowledge of fundamental concepts, practices and procedures with the ability to use them in routine situations. Specialized knowledge not required.
7. **Team Work:** Ability to interact respectfully with other employees, professional staff and/or external contacts to offer ideas, identify issues, obtain information or deliver services.
8. **Customer Service:** Ability to demonstrate a positive attitude and respond to requests in a timely and respectful manner.

Social/Environmental Requirements:

1. Work needs to occur at an average pace with intermittent breaks. Requires an average amount of attention to maintain quality of work.
2. Work is fairly routine from day to day. Employee follows a set pattern with any changes being communicated by supervisor.
3. No substantial exposure to adverse environmental conditions
4. **Health Care Status:** NHCW: No patient contact.- *Health Care Worker Status may vary by department*

Sensory Requirements:

Close work (paperwork, visual examination), Monitor Use, Visual monotony, Visual clarity
feet, Conversation, Telephone, Background Noise.

Physical Requirements:

Sedentary work: Exerting up to 10 pounds of force occasionally in carrying, lifting, pushing, pulling objects. Sitting most of the time, with walking and standing required only occasionally

This job requires frequent sitting, Keyboard use. There may be occasional Fine Manipulation using one hand. Rarely there may be Power Grasping using both hands, Pushing/Pulling using both hands.