

***Company Name**

*Position Title:	<i>Senior Security Analyst</i>
*Location:	<i>Atlanta Office (GA1)</i>
*Position Type:	Full-Time
*Compensation:	Salaried
*Start Date:	ASAP

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***JOB DESCRIPTION**

SUMMARY/OVERVIEW:

The Senior Security Analyst, eDiscovery plays a primary role two distinct areas within security and eDiscovery. Security: The Senior Security Analyst, eDiscovery will play a primary in documenting and assessing security controls throughout the entire company. This role will be responsible for support of the standardization of the policies and procedures defining the Information Security processes and related controls. In addition, this role will perform periodic audits and monitoring of the adherence to these procedures/standards as well as consult with various departments in relation to security related projects. eDiscovery: The Senior Security Analyst, eDiscovery will be responsible for implementing doc retention and eDiscovery strategy as laid out by the Director-Information Security. The senior analyst will execute preservation efforts utilizing the latest industry accepted tools for potential litigation and maintain the evidence as required by law.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identifying and documenting the security controls across multiple platforms, operating systems and applications
- Organizing and standardizing current policies and procedures
- Assessing new projects and implementations to insure that security controls are identified, implemented and kept current across the organization
- Monitoring compliance of security controls on a company-wide level
- Keeping informed of current technologies, trends, standards, and industry issues related to security and risk management
- Identifying and assessing security controls risk and exposure for new and existing infrastructure and processes
- Updating management on security, controls awareness, and other regulatory requirements/standards
- Assisting in writing security-related policies, procedures, and standards
- Actively involved in security related pieces of RFP's for new and reoccurring customers
- Manage audits from 3rd party and customers
- Perform eDiscovery related activities such as forensic preservation and related documentation
- Perform forensic analysis as necessary to support internal investigations
- Support incident response in security breaches

QUALIFICATIONS AND EXPERIENCE:

- A minimum of **six (6)** years experience in an information technology and/or data security controls role preferred
- At least five (5) years of performing data analytics/business intelligence (Oracle, Sql, Access) in various scenarios
- At least three (3) years experience performing data security assessments preferred
- At least 3 years experience in incident response protocols
 - Log analysis
 - Computer forensic investigations
 - Evidence handling/preservations
 - Sound knowledge and experience of Information Security and System Controls best practices
 - Administration-level experience with Windows plus at least one UNIX variant (Solaris, RedHat, etc.) is required
 - Experience in facilitating Information Security risk assessments for major processes, systems and projects is a plus

- Knowledge of regulatory requirements related to email marketing industry preferred
- Experience working within ISO 17799, COBIT, COSO frameworks is preferred
- Experience writing policies and procedures via strong documentation skills
- Experience in gathering and summarizing details through informational interviews
- Familiarity with one or more commercial databases (Oracle, DB2, MS SQL Server, etc.) is preferred
- Basic foundation in information security, computer security, network security, cryptography, or similar field
- Broad knowledge of information technology including: infrastructure, networks, telecommunications, personal computers and servers
- Sound knowledge and experience of Information Security and System Controls best practices
- Hands-on experience with security monitoring and managing vulnerability remediation processes
- Extensive experience with forensic preservation utilizing EnCase or FTK

EDUCATION, TRAINING AND TRAVEL:

- BS/BA degree in related field required, unless there is relevant, significant work experience
- CISSP, CISM, GIAC (gold) or similar certification is preferred
- EnCe certification or significant experience with EnCase is preferred

INTERACTION:

This role will work closely with key departmental and project stakeholders across the organization. Therefore, the ability to work collaboratively and effectively with all levels of management and staff within the organization is a key priority in this role. No supervisory responsibilities required for this position

COMMUNICATION AND COGNITIVE ABILITIES:

- Cooperate with matrixed team members to meet goals or complete tasks.
- Must be comfortable working in ambiguous and/or stressful situations.
- Must be self-motivated and know when to seek guidance; detail-orientation is a must.
- Flexibility, ability to change priorities quickly, and capacity to handle multiple tasks.
- Effective collaborator with proven process improvement skills.
- Exceptional organization and time management skills.
- Excellent communication and interpersonal skills.
- Ability to consistently learn new technologies and apply those concepts to customer’s needs.
- Ability to work as part of a geographically dispersed team.
- Ability to work independently and as part of a team.
- Keep up-to-date on technology trends, developments & best practices.
- Ability to communicate effectively to both technical & non-technical audiences.
- Capacity to develop & leverage competitive knowledge in sales situations.

***JOB REQUIREMENTS**

Please provide a description of skill sets and other qualification necessary for applicants.	
Travel:	0% of Travel Required
Education:	Degree Preferred
Experience:	Years Experience Preferred
Certification:	Required: Desired:

COMPANY INFORMATION

Silverpop's on-demand digital marketing platform helps marketers succeed in turning prospects into customers—and customers into fans—through the creation, automation and delivery of relevant, multichannel messaging.

Companies rely on the Silverpop Engage platform to create and manage sophisticated [email marketing](#)

[campaigns](#) that reach millions of individuals—one at a time—engaging prospective customers and enhancing lifetime customer value and brand loyalty. Silverpop's [marketing automation](#) capabilities enable B2B marketers to efficiently manage leads and drive qualified sales opportunities through scoring and by nurturing campaigns that move prospects from interest to conversion.

Silverpop's industry-leading thought capital, strategic counsel, service and support helps B2C and B2B customers with the precise level of training and advice needed to quickly improve campaign results and ROI.

Why Silverpop?

- **The Cutting Edge of Marketing Technology and Thought Leadership**—Silverpop consistently offers the newest, most innovative features and functionality to give your marketing efforts a competitive edge. You can expect this trend to continue because Silverpop is led by the most influential thinkers in the industry.
- **A Fully Integrated Suite of Digital Marketing Solutions**—Silverpop provides a full suite of marketing services that enables you to segment and engage your customers and prospects from first click to lifetime customer. Silverpop's Engage platform integrates email with [landing pages](#), [surveys](#), [lead scoring](#) and [management](#), and more—all automated and available on demand.
- **Far Greater Ease of Use**—Silverpop offers uniquely easy-to-use solutions that feature a rich, quick, Web-based user interface that enables you to transform complex procedures into simple point-and-click tasks—from assembling and reviewing dynamic content to analyzing and reporting on campaign performance in real time.
- **The Absolute Best in Service and Support**—Most of our clients are sophisticated and capable marketers. Still, in the highly demanding and ever-changing landscape of Engagement Marketing you can rest assured knowing that Silverpop will always offer you the exact amount and type of assistance needed to keep your marketing efforts on track and on schedule. Our client support team has satisfaction ratings that consistently exceed industry averages and live support is available to all clients 24 hours a day, seven days a week. Beyond support, any of your tactical or strategic needs can be met clearly and completely by our team of professional services experts.
- **Dramatically Increased Efficiency and Productivity**—Silverpop streamlines complex processes to just a few simple clicks:
 - Click.** Segment customers and enable precision targeting
 - Click.** Change dynamic content
 - Click.** Optimize message delivery with Send Time Optimization
 - Click.** Automate outbound messaging
 - Click.** Send alerts to your sales team based on customer behavior
 - Click.** Enable collaboration across your organization
 - And much more.
- **The First Solution Fully Integrated with Social Networking**—Silverpop offers one-click posting to social networks like Facebook, MySpace, LinkedIn, Twitter and Bebo. When you include this capability in your emails or landing pages, your customers can share your content on a social network, exposing your offer and your brand—along with their recommendation—to millions of users. **Best of all, you can track how successful these campaigns are at spreading your message.**

Clients come to Silverpop because they want a company that will help them connect deeply with customers and tap into email's unrivaled potential for cultivating customer relationships while achieving high ROI. Our software increases your efficiency, while our innovative features help you drive more conversions with less effort. The world's leading marketers choose Silverpop because they demand a partner as committed to their success as they are.

www.silverpop.com

CONTACT INFORMATION

Job Reference:	Reference Number or Job Code
*Contact Name:	Jennifer Michael
*Method:	Please apply online
Website:	www.silverpop.com

SPECIAL INSTRUCTIONS:

Please provide additional/special instructions for the potential applicant to follow-up (e.g., provide a cover letter, résumé, and salary history...).