

JOB TITLE : DIRECTOR IT RISK ASSURANCE

JOB FAMILY : INFORMATION TECHNOLOGY

BAND : I

FLSA : EXEMPT

JOB CODE : 10601

MAIN FUNCTION:

Responsible for the overall direction, daily operations, and project management of IT projects and audit engagements. Assures timely progress continues on each audit engagement/project and the results are supported by competent evidential data.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Develops and maintains an “integrated” audit staff. Integrates IT risks with overall audit plans.

Develops and maintains a thorough knowledge of systems to be audited throughout the university.

Leads efforts to automate processes/tools to gain efficiencies in audit process and procedures.

Partner with industry organizations to influence and guide IT audit practices and regulations. Assures compliance with professional standards for the practice of internal IT auditing, i.e. IIA and ISACA standards.

Leads the risk assessment process for the development of a IT Audit strategic plan and the preparation of an annual and biennial audit plans.

Manages the IT audit staff in conducting risk workshops, planning, execution, and reporting of audit/reviews (IT general controls, IT policy compliance, IT management advisories) for Cornell (Ithaca, New York and Qatar campuses).

Leads preliminary reviews; identifies business risk; discusses aspects of timing, scope and purpose with University Auditor; meets with organizational management to obtain information and develops audit engagement plans.

Interacts with all levels of management throughout the university from staff to VP's, to the President and external Auditors on a regular basis to represent the best interest of the university.

Participates in university committees and groups to keep up with technology issues and developments across campus.

Monitor industry trends and transform traditional audit techniques to meet current business needs; Meet the new challenges posed by technological change; identify, develop, and acquire necessary core competencies.

JOB PROFILE :

MINIMUM EDUCATION/ EXPERIENCE : Bachelor's degree and 7 to 10 years relevant experience or equivalent combination.

IMPACT: Accountable for activities which have a substantial impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve coordinating major activities that may involve sensitive situations.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve providing and/or receiving guidance, advice or information that must be analyzed and developed by the position.

CONTACTS WITH STUDENTS: None to limited contact with students.

SUPERVISION GIVEN: Responsible for providing day-to-day supervisory direction to employees within the department.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.

LEVEL OF DECISION MAKING : Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect more than one college, school, administrative unit, etc.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA