



Example of Information Assurance Job Description

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Our innovative and growing company is hiring for an information assurance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for information assurance

- Perform work based upon the priority of the work assigned IAW medical maintenance internal SOP
- Ensure the use of Army/MEDCOM approved procedures for clearing, purging, reusing, and releasing system memory, media, output, and devices
- Assist, support and report to USAMRMC and DOIM IAMs as required
- Provide specific IA training to other facility personnel as required
- Enforce IA policy, guidance, and training requirements per regulation and identified BBPs
- Must be able to use DOD approved scanning tools
- Perform manual assessments
- Assemble and submit A&A letters to the Certifying Officer and Authorizing Official (AO)
- Develop the comprehensive information security awareness program and run year round campaigns
- Follow the TCNO process

Qualifications for information assurance

- A Bachelors degree and 10 years of experience with a minimum of 2 years of relevant experience in information systems assurance or demonstrated ability
- Must have experience working in this field within the last six months or demonstrated ability to remain current in this field of expertise

Compliance Checker, Assured Compliance Assessment Solution (ACAS) (Nessus), Windows Automated Security Scanning Program (WASSP), STIG Viewer, Security Readiness Review Scripts and Security Technical Implementation Guide (STIGS) Benchmarks and Checklists

- Ability to manage personal schedule to coordinate multiple projects, tasks and deadlines
- Currently in process of obtaining undergraduate (senior year) or graduate degree, preferably in IT related field (MIS, IS or Accounting Information Systems)
- Possession of an ACTIVE SECRET security clearance with a Special Clearance Investigation is required to begin employment