



岗位说明书——网络和信息安全管理岗位

所属部门：信息技术中心 汇报机制：部门负责人

岗位职责：

1. 负责校园信息化安全管理。
2. 根据上级部门要求，对校园信息化安全进行整改。
3. 负责校园信息化建设的安全部分内容。
4. 负责网络的运行管理，实施网络安全策略和安全运行细则，监视全网运行的安全告警信息。
5. 校园信息化设备审计信息常规分析和监督。
6. 安全设备常规设置的维护。
7. 执行信息中心制定的具体安全策略。
8. 应急处理及报告重大网络安全事件等。
9. 完成学校交办的其他工作。
10. 兼校园网络管理。
11. 配合校园网络规划建设。
12. 负责配置网络参数，严格控制网络用户访问权限，维护网络安全正常运行。
13. 监控网络关键设备、网络端口、网络物理线路，防范黑客入侵。

必备条件：

1. 硕士及以上学位，计算机及相关专业。
2. 能胜任加班及在高强度工作环境下完成任务。
3. 工作积极，有较强的组织、协调能力。
4. 英语六级(雅思 5.5 或托福 59)以上，有较强中英文书面和口头表达能力。

优先条件：

1. 有海外留学、相关工作背景。
2. 具有网络安全认证相关证书，CISSP 持证者优先考虑。
3. 计算机软考网络相关专业中级以上证书者优先考虑。
4. CCNP, HCNE, H3CNE 及相关主流厂商证书者优先考虑。
5. 熟悉高校信息化安全管理。
6. 熟悉高校信息化网络管理。



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

Job Description - Network and Information Security

Administrator

Department: Information Services Center Report to: Head of Department

Responsibilities:

1. Responsible for campus information security management.
2. According to the requirements, rectify and reform campus information security.
3. Responsible for the security part of campus information construction.
4. Monitor key network equipment, network port, network physical circuit and prevent Hackers. Report Information Security Incident.
5. Supervising and analyzing information technology audit information.
6. Information technology security equipment maintenance
7. Execute the security policy from Information center..
8. Emergency handling and reporting of major cyber security incidents, etc.
9. Complete other tasks assigned by the school.
10. Concurrently serve as campus network management.
11. Cooperate with campus network construction.
12. Responsible for configuring network parameters, strictly controlling network user access rights, and maintaining network security and normal operation.
13. Monitor key network equipment, network ports, and network physical lines to prevent hackers from intruding.

Required Qualification:

1. Master or above, in Computer Science or related major.
2. Ability to work overtime and complete tasks in a high-intensity work environment.
3. Responsibility, Serious. Good at communication. Organizational skills and teamwork spirit.
4. CET 6 (IELTS 5.5 or TOEFL 59) or above, with strong written and oral skills in both Chinese and English.

Preferred Qualification:

1. overseas education background and relevant working experience preferred.
2. Possess relevant certificates of network security certification, CISSP holders are preferred.
3. Intermediate or above certificates in computer software and network related majors are preferred.
4. CCNP, HCNE, H3CNE (or other authorized certification) or above qualification preferred.
5. Familiar with university information security management.
6. Familiar with university information network management.