



Sundance Square is seeking qualified individuals looking for a rewarding career in the heart of downtown Fort Worth. The Sundance Square team creates a safe environment for all through training, vigilance, and teamwork, while always maintaining a professional demeanor. We are dedicated to serving the residents, tenants, and visitors of Sundance Square.

We pride ourselves in providing a sense of security for all members of our community and visitors to enjoy our shopping, dining, and entertainment venues.

Sundance Square offers great pay, excellent benefits, and ongoing professional development in a collaborative team culture.

To apply, please review the relevant job description. **Next, submit a resume and cover letter to [info@sundancesquare.com](mailto:info@sundancesquare.com).** Please make sure to include **the position's title** in the subject line of your email.

# Sundance Square

Information Security Analyst

Fort Worth, Texas



# Information Security Analyst Overview

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Sundance Square has become a model for urban development, creating a large cultural and economic impact on the city of Fort Worth.

As the Information Security Analyst, you will report directly to the President of Sundance Square Management.

## The Information Security Analyst Role

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The Information Security Analyst is responsible for identifying, monitoring, evaluating, and resolving IT system issues, as well as support the assessment and mitigation of information technology and security vulnerabilities. The Information Security Analyst will also verify that security and compliance standards are integrated into the overall IT environment, and track remediation and mitigation efforts.

The Information Security Analyst will develop a workflow process, conduct vulnerability assessments, document security issues, and evaluate technology vendors security processes.

In addition to performing the key responsibilities of this position, the Information Security Analyst must exemplify our values and guiding principles to ultimately ensure the fulfillment of our purpose.

### **In this role the Information Security Analyst will:**

- Perform coordination of vulnerability assessment activities and develop vulnerability corrective action plans.
- Help build remediation standards and procedures relating to data misuse, disclosure, alteration, and destruction.
- Review operating system, application, and network security vulnerabilities and document the findings.
- Develop reports that detail existing vulnerabilities, potential risks, and mitigation strategies.
- Communicate reporting metrics to senior leaders.
- Stay current on IT security trends and news.
- Develop company-wide best practices for IT security and conducts security awareness training.
- Understand firewalls, SIEM, EDR, and cloud concepts.
- Investigate security incidents and supports response.
- Provide end-user support as requested.

**Required Knowledge, Skills and Abilities (Qualifications)**

- 2-5 years' experience or demonstrable experience in information security
- At least 1-year prior experience using vulnerability scanning tools and minor scripting development
- Strong background in patching and remediation tracking
- Solid understanding of data analysis, threat monitoring, and risk acceptance
- Independent problem-solving and decision-making capabilities
- Experience aligning to industry standards such as with ISO, NIST, and GDPR
- Exceptional written and verbal communications, including the ability to communicate and explain technical concepts in non-technical terms directly with senior executives
- Outstanding communication and interpersonal abilities
- Bachelor's degree in computer science, engineering, or relevant field
- Holds an active or associate CISSP, or similar certification

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally required to stand, walk, sit, climb, carry, use hands, bend and stoop as needed
- Must be able to verbally communicate with others and exchange accurate information

**Work Environment**

The work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a computer for an extended period of time

\*Must be able to perform all of the essential duties of the job with or without reasonable accommodation.

**Equal Opportunity Statement**

Sundance Square Management and Sundance Square Security are both Equal Opportunity Employers. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs, both do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.