

Technology and Data Management Liaison

Information security is important to our college and university. Recent security incidents at the University of Georgia, the Georgia Technology Authority, and other institutions have focused our attention on protecting our systems and educating our users and Information Technology Professionals. Our goal is to create a partnership among IT professionals, faculty, staff, and students. This partnership will work together to do everything we can to protect our data at the college and university.

The College of Education recently participated in an IT security audit. The surveys were sent to the UGA auditing department. Recommendations for improving our COE security will be made based on that data. Sandi Glass and Bill Stauff will communicate these recommendations as soon as they are available.

Additionally, a recommendation has been made to create a security representative in each department and/or unit to provide communication and training concerning data protection and security. We are asking department or unit heads to identify someone to assume this role. A description of responsibilities and skill requirements for this assignment is included below. More information about this opportunity will be shared at the Academic Cabinet and Administrative Council.

Responsibilities:

The technology and data management liaison will serve as the department or unit contact person concerning technology, security, and data management. This individual will participate in required monthly meetings to receive important information concerning security and data protection. This individual will be expected to share information with their department and to provide ongoing training for current and new department members. The individual will serve as the primary contact person with the Office of Information Technology (OIT) and the Business Office concerning technology and data security issues. This contact person will assist in a needs assessment for their department in order to develop appropriate training. The needs assessment survey and basic introduction to data management will be shared during two training sessions for the liaisons. Monthly meetings of one hour will be facilitated by OIT and the Business Office.

The Office of Information Technology will develop the training required for this position and provide tools for the liaison to use when delivering training to their departments. Additional or more in depth training will be delivered by OIT staff.

Skills and Aptitudes:

The training and data management liaison should be knowledgeable of the department/unit process and procedure. This individual should possess good oral and written communication skills and be respected as a potential trainer of faculty and staff. Additionally, basic computer skills are important. The individual should be able to

understand and communicate basic technical information. For example, the individual should understand terms such as desktop or directory and should know how to save and manage information on personal computers and the shared network drives provided through OIT. Individuals should know how to use computer applications such as e-mail, basic productivity software, browsers, and web-based resources.

Schedule of Liaison meetings:

There will be two training sessions to introduce the liaisons to basic computer and data security training. Additionally, these sessions will create a needs assessment for future training. Each session will last approximately 2 hours.

After the initial training, a one hour meeting will be held monthly to provide continuous training as the College of Education creates and implements security plans.

The liaison will also assist OIT in specialized training required by specific departments and attend appropriate sessions provided through Training and Development that deal with security and data management.

Liaisons will re-deliver training to their departments and provide communication concerning security during department meetings. The liaison will provide communication to OIT concerning any departmental needs or concerns about security or data management.