Role: Digital Technologies Degree Program - Information Security Coordinator

Requirements: Enrolled in the Bachelor of Applied Science in Digital Technologies at Lassonde School of Engineering.
Location: 60 Commerce Valley Drive, Thornhill
Work Model: Hybrid – only required to be in office as and when needed. Associates need to be staying within 2 hours of driving time of our office location. Work out of province or country at any point of time is not permitted.
Salary: TBD
Duration: 12-month contract starting in September 2024
Number of Positions: 1
Hiring Manager: Manager, Security Operations

About Us
Get ready to drive your career forward. Life at CAA Club Group is fast-paced, performance-driven, and rewarding. We value our Associates' career growth and ongoing professional development - and we regularly recognize their achievements and outstanding results.

We are caring. We are leaders. We are innovators. We are collaborative. We work hard and play hard. We're about doing what's right and feeling good about it

Who we are
As Canada's largest automobile association, we are passionate about keeping our Members safe--whether they are on the road, at home, or traveling abroad. Meeting the diverse needs of our two million Members requires high-performing, forward-thinking, and innovative people who work collaboratively to keep propelling our business forward. Life at CAA Club Group is fast-paced, performance-driven, and rewarding. We value our Associates' career growth and ongoing professional development-- and we regularly recognize their achievements and outstanding results. CAA Club Group (CCG) is known for providing stellar emergency roadside assistance to our motoring Members and non-members. We work hard and play hard. We're about doing what's right and feeling good about it.
Position Details

What You Will Do

- Conduct regular monitoring and analysis of network traffic, system logs, and security alerts to identify potential threats and vulnerabilities in real time.
- Develop, implement, and assist with overseeing operational IT security procedures and standards to ensure they are effective and up to date.
- Provide a fresh look at current IT infrastructure and propose enhancements to security controls.
- Conduct vulnerability assessments and assist with periodic internal audits to evaluate the effectiveness of the IT security measures in place.
- Assist in preparing for external audits by ensuring necessary security documentation, evidence and reports are available and up to date.

Who You Are

- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Good written, oral, and interpersonal communication skills.
- Ability to conduct research into IT security issues and products as required.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self-motivated and directed.
- Keen attention to detail.
- Team-oriented and skilled in working within a collaborative environment.

Our Commitment

We are an equal opportunity employer and are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). CAA CCG will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.

As an organization, we are focused on Member safety, which includes the safety and well-being of our Associates. Therefore, you must be and remain fully vaccinated as a condition of employment.
Degree Program Details

As part of the Digital Technologies Degree Program, you will work full time while spending approximately 20% of your time studying to earn your Bachelor of Applied Science in Digital Technologies degree with York University, Lassonde School of Engineering, Toronto, ON. This program is designed to provide a powerful combination of both work-based and academic experiences that will give you a competitive edge upon graduation. Learn more about this program and the admissions process or contact York University’s Markham Campus Recruitment at askmarkham@yorku.ca.

“We” (the employer) will:

- provide training, feedback, and mentorship resources
- build time in your work schedule to allow 4 hours per week to complete online coursework.
- release you for one-week intensive learning twice per academic term, i.e. Fall, Winter and Summer, for 6 weeks per year
- participate in the performance review process facilitated by Lassonde School of Engineering