

PCIDSS COMPLIANCE OFFICER – University of Minnesota

Location: Office of External Sales w/in Controller's Office

Duties:

Coordinates, facilitates, and is responsible for University-wide compliance with the Payment Card Industry Data Security Standards for all Merchant Accounts. Develop and implement annual surveys; develop informational and actionable reporting; policy and procedure development. Lead the University effort to develop a website to consolidate credit card processing. Ensure the mitigation of risks by training departments on PCIDSS. Coordinate compliance processes with OIT, Purchasing, OGC, etc. and other necessary measures that may be required to ensure compliance with PCIDSS. Ensure compliance to University of Minnesota policies and procedures.

Qualifications:

ESSENTIAL QUALIFICATIONS: Bachelors degree required plus at least three years of experience in an accounting, financial, business, or information technology related field. Process Management and/or IT Auditing experience required. Extensive experience in using databases and spreadsheets, data management and customer service skills. Excellent oral and written communication skills are essential.

SELECTION CRITERIA/PREFERRED QUALIFICATIONS: Successful history in independent leadership positions. More than 3 years experience in an accounting, financial, business, or information technology field. Process management and/or IT Auditing experience required. The candidate must be analytical, detail oriented, possess strong data management and technical skills, as well as superior customer service and organizational skills. Demonstrated ability to manage and prioritize multiple projects/workloads and work independently. Excellent oral and written communication skills are essential. Knowledge and experience with PCIDSS and credit card/bank processing is a Plus.

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