

## **SECURITY ANALYST**

**APPLICATION DEADLINE IS FRIDAY, MAY 8, 2026, AT 11:59PM**

**Division:** Information Technology  
**Reports to:** Systems Engineer Manager  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** P  
**Salary Range Minimum:** \$7,458  
**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Assists with the monitoring, analysis, and protection of the organization's information systems and data. The Security Analyst supports security operations by identifying, investigating, and responding to security events and incidents; monitoring systems for potential threats; and assisting with the implementation and maintenance of security controls.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Monitors security systems, logs, and alerts to identify potential security incidents or policy violations; investigates and documents findings and remediation steps.
- Assists with incident response activities including malware infections, phishing attempts, unauthorized access, and account compromise.
- Analyzes system, network, and application logs to detect suspicious or anomalous activity.
- Assists with the administration and monitoring of security tools such as endpoint protection, email security, identity systems, and SIEM platforms.
- Supports vulnerability management activities, including vulnerability scanning, validation of findings, and remediation tracking.
- Assists with identity and access management processes, including access reviews and monitoring for suspicious authentication activity.
- Supports audit, compliance, and risk management activities by gathering evidence and maintaining documentation.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### **Education and Experience:**

- Graduation from an accredited two-year college or technical institute with a major in data processing, computer science, or another related acceptable field.
- Five years or more of MS 365 or on-premises Active Directory management.
- Two to four years of experience in information security or a related IT role with security responsibilities.
- Relevant security certifications (Security+, SC-900, SC-200) a plus.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Knowledge of information security principles, incident response, and risk management.
- Working knowledge of Microsoft operating systems, identity platforms, and Microsoft 365 environments.
- Strong troubleshooting, analytical, verbal, and written communication skills.
- High level of detail, accuracy, discretion, and sound judgment when handling sensitive information.
- Strong interpersonal skills.
- Excellent troubleshooting and analytical skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Ability to lift heavy equipment, occasionally in excess of 50 pounds.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**This position requires you to live within a 200-mile radius of our Nashville, TN office.  
The in-office time is one day per week, and upon Management request.**

**To apply, visit our website at [www.thda.org/careers](http://www.thda.org/careers). Note that only on-line applications for positions through this website will be considered.**