



Please submit resumes to:
Careers@VanguardLLC.com

or

Vanguard LLC
PO BOX 380
Kaysville, UT 84037

Vanguard is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Current Opening: Cybersecurity Analyst

Description: We are currently seeking an individual with a strong background in cybersecurity and information assurance. The selected candidate will be responsible for ensuring our customers are well defended against cybersecurity threats by following federal law and government agency policies for securing their information systems. This position involves:

- Executing security tests for hardware and software packages
- Documenting test results
- Applying the National Institute of Standards and Technologies (NIST) Risk Management Framework (RMF) to federal information systems
- Collaborating with technical personnel such as cybersecurity engineers, software developers, network administrators, and system administrators to determine cybersecurity needs
- Compiling information to demonstrate compliance with government policies concerning cybersecurity
- Documenting comprehensive configuration management plans for software, hardware, firmware, and peripherals for Information Technology (IT) systems
- Preparing plans and briefings in support of IT systems
- Documenting recommendations for resolution of cybersecurity issues
- Documenting review and audit results for IT system configurations
- Recording minutes for technical meetings
- Preparing technical illustrations, diagrams, and charts
- Creating, maintaining and improving templates used by the Cybersecurity Team
- Ensuring accuracy, completeness, and clarity of documentation
- Documenting assessments of cybersecurity risks associated with information systems according to published policies, standards, and procedures
- Recording and tracking cybersecurity risks associated with information systems according to published policies, standards, and procedures

Required Experience and Skills:

- **Bachelor's Degree**, preferably in Computer Science, Technical Writing, Information Technology, or related field
- **CompTIA Security+ Certification**
- 3+ years' experience with RMF methodologies
- 3+ years' experience with IT security/Information Assurance/Cybersecurity
- Experience developing briefing materials for management
- Ability to facilitate technical exchange meetings for technical and non-technical personnel
- Windows Operating System Experience
- Experience using Microsoft Word, Excel, Visio, Project, and PowerPoint
- Excellent customer service and communication skills
- Must complete a favorable background check and be eligible for a Secret security clearance

Preferred Experience and Skills:

- We hire veterans – military experience is highly valued
- Familiarity with the U.S. Air Force Standard Desktop Configuration for Windows
- Experience working with the U.S. Air Force as a civilian, contractor, or service member
- CompTIA Network+ Certification
- Certified Information Systems Security Professional (CISSP)
- Certified Authorization Professional (CAP)
- Certified Ethical Hacker (CEH)

Hours:

- Full Time (40 hours per week)
- Flexible hours between 6:00 AM and 6:00 PM, Monday through Friday

Benefits:

Vangarde's comprehensive benefits package includes:

- Group health care plan
- Dental insurance
- Vision insurance
- Life insurance
- 401(k) plan
- 120 hours of vacation and paid time off
- 11 paid holidays per year