



Leading the investment profession globally by setting the highest standards of ethics, education, and professional excellence.

As the global membership organization that awards the CFA® and CIPM® designations, we are constantly evolving to provide innovative and leading-edge ideas and services to our constituents.

Continued growth in CFA Institute membership and the CFA and CIPM Programs has led to corresponding opportunities for qualified professionals who wish to be part of this dynamic and growing organization.

EXAM SECURITY ADMINISTRATOR

Job responsibilities include:

- Assists the Director, Exam Security with analyzing unusual candidate behavior and/or threats against our resident exams.
- Determines how to respond to suspicious behaviors and threats.
- Acts as a subject matter expert in the development of Analytical software and case management system to identify and track Unusual Candidate Behavior.
- Once developed, uses Tracking System to analyze flags for unusual behavior. Combines this data with reports and documents from Exam Administration, Logistics & Grading, Professional Conduct Program, and Office of General Counsel and make decisions about how to respond.
- Conducts inquiries, analysis, and investigations as directed by the department Director and respond to evidence. Work, as needed, with forensic experts and security professionals to monitor and assess candidate behavior and determine next steps.
- Audits test centers where unusual candidate behavior is occurring and outlines response strategies.
- In consultation with the Director, establishes objectives and goals, work processes and instructions, and maintains related metrics.

Position requires:

- Bachelor's degree and at least 5 years of related experience; or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Graduate degree preferred.
- Demonstrated competence in collecting and analyzing data and deciding how to respond, quantitative skills, and familiarity with statistics.
- Ability to work independently and make decision, and maintain a high level of confidentiality regarding corporate information.
- Superior communication skills (written, verbal, and presentation)
- Team oriented with the ability to collaborate with others in a matrix organization
- Ability to manage multiple projects successfully within various time frames
- Sensitivity to and appreciation for cultural differences
- Some travel required

We offer an excellent compensation and benefits package including medical, dental, 401K, educational assistance, in-house training and educational opportunities, wellness reimbursement, International Rotation Assignment Program, on-site cafe, free on-site parking, and more.

Please respond by sending a resume with cover letter and salary requirements via e-mail to hr@cfainstitute.org.
