



## **Associate Director, IT Operations and Security**

### **ABOUT THE COMPANY**

At QurAlis, we are neuro pioneers on a quest to cure. We work with a relentless pursuit of knowledge, a precise attention to craft, and an optimistic mindset to discover and develop effective precision medicines that will alter the trajectory of amyotrophic lateral sclerosis (ALS), frontotemporal dementia (FTD), and other neurodegenerative diseases. Founded by an internationally recognized team of neurodegenerative biologists from Harvard Medical School and Harvard University, QurAlis is a clinical-stage biotechnology company advancing a pipeline with therapeutic candidates that target specific components of ALS and FTD pathology and defined patient populations based on both disease-causing genetic mutation(s) and clinical biomarkers.

### **SUMMARY OF POSITION**

We are seeking an experienced hands-on Associate Director, Information Technology (IT) Operations and Security to work closely with employees on the full breadth of IT tactics and strategies. Reporting to the Chief Financial Officer, this role will have the opportunity to be involved in projects across the organization and have immediate influence on all things IT. This high impact and high visibility role is responsible for ensuring the alignment of IT with QurAlis' corporate strategy and goals.

### **Primary Job Responsibilities:**

- Partner with employees on a wide variety of IT projects, issues, and policies
- Design, configure, deploy, maintain, and support QurAlis' infrastructure including but not limited to networks, servers, storage, and telecommunications
- Oversee and manage IT vendors including Managed Services Provider, A/V partner, and Cyber Security firms
- Manage and collaborate with onsite IT vendor personnel
- Partner with team to understand technical needs and to develop and improve infrastructure supporting QurAlis' data growth
- Lead IT projects, including the design, deployment, and testing of new IT systems and services
- Develop new and ongoing end-user training to ensure the appropriate and compliant use of IT resources
- Develop test strategies for new hardware and software
- Maintain system documentation and configuration data for operating, regulatory, and audit purposes
- Troubleshoot hardware and software issues related to internal IT
- Participate in a variety of IT special projects as required



**Qualifications:**

- At least eight (8) years of professional IT experience with a Bachelor's degree in IT, Computer Science, Information Systems, or a related field, or equivalent experience, or
- At least 10 years of professional IT experience with additional industry accepted certificates (e.g., CCNA, CompTIA Network+ or Security+, MCP/MCSE, PMP, etc.)
- Experience implementing and operating under IT frameworks (ITIL, COBIT)
- Experience leading Requirements Engineering sessions with non-technical end users
- Exceptional working knowledge of computer systems, security, network and systems administration, databases and data storage systems, phone and video conferencing systems
- Experience working with multiple Cloud Service Providers (AWS and Azure)
- Experience managing Cisco Meraki networking infrastructure
- Experience administering and securing Microsoft 365 environments
- Strong critical thinking and decision-making skills
- Excellent project management skills with the ability maintain QurAlis IT priorities
- Customer service orientation with the ability to be flexible in a fast-paced environment
- Demonstrated success supporting Computer System Validation
- Demonstrated experience with tech-centric Organizational Change Management

Please send resume with cover letter to [Meredith.ball@quralis.com](mailto:Meredith.ball@quralis.com).

*QurAlis is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation or any characteristic protected under applicable law. QurAlis will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.*