
Auburn University Job Description

Job Title:	Mgr, Univ Research Security	Job Family:	No Family
Job Code:	HC56	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages the research security functions of Auburn University in accordance with government and contract regulations, policies, procedures, and legislation.

Essential Functions

1. Provides daily leadership and oversight for the Research Security Office to ensure compliance with security regulations and requirements.
2. Acts as Facility Security Officer (FSO), Contractor Special Security Officer (CSSO), Export Control Officer (ECO), and Information Systems Security Manager (ISSM) for the university.
3. Manages the facility security program to ensure compliance with federal security regulations as well as contractual agreements regarding the protection of classified government information under the National Industrial Security Operating Manual (NISPOM).
4. Enforces standard operating procedures for interpreting, disseminating, and implementing security requirements within the Sensitive Compartmented Information (SCI) program.
5. Manages and oversees the export control program to ensure compliance with International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Office of Foreign Assets Control (OFAC) and Federal Acquisition Regulations (FAR).
6. Provides administrators, faculty, staff, and students with guidance and interpretation of federal security regulations and statutes concerning a variety of export control and security related areas.
7. Reviews, evaluates, and makes recommendations regarding security policies and procedures for the protection of classified national security information.
8. Manages and oversees the maintenance of official records and security files in accordance with NISPOM and Intelligence Community Directive (ICD) regulations; represents the university in security related matters and coordinates inspection activities with various federal agencies.
9. Oversees the implementation of the Automated Information Systems (AIS) security programs and enforces operational compliance with documented security measures and controls.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Science, Engineering, Business, Law, or related field
Experience (yrs.)	5	Experience in interpreting and enforcing government and contract security regulations, policies, and procedures

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of government and contract research security policies, procedures, regulations, and legislation

Certification or Licensure Requirements

Communications Security (COMSEC) certification

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/14/2014
