
Auburn University Job Description

Job Title:	Mgr, Rsrch Security Compliance	Job Family:	No Family
Job Code:	HC86	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Serves as the Research Security Threat Manager, Export Control Manager and Assistant Facility Security Officer for the Research Security Compliance Office. This position provides direction and guidance to senior level administrators, faculty, staff and students pertaining to all facets of the export control and research security programs.

Essential Functions

1. Assimilates, evaluates, and identifies information concerning counterintelligence and counterespionage threats against personnel, research programs, information systems and/or facilities.
2. Provides senior level administrators, faculty, staff and students with direction, guidance and interpretation of federal government regulations and policies concerning classified, export control and controlled unclassified information.
3. Conducts internal assessments of the university classified, export control and controlled unclassified information programs between scheduled government audits ensuring that controlled research information is being properly protected in accordance with government directives.
4. Ensures that foreign national visiting scholars and international students who are invited to visit/attend the university are not on any U.S. government denied entity or program.
5. Develops comprehensive security plans to ensure classified, export control and controlled unclassified information is afforded proper protection per applicable government standards.
6. Serves as the Assistant Facility Security Officer.

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 Cyber, Information Security, Engineering, Legal, or related field.
Experience (yrs.)	5	Experience analyzing threat information and developing comprehensive information security plans. Experience shows progressively increasing levels of responsibility and accountability. Must have at least 1 year experience mentoring, leading, or supervising others.

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 security policies, procedures, regulations, and legislation.

Certification or Licensure Requirements

Facility Security Officer (FSO) certification preferred, U.S. Export Compliance Officer (USECO) certification preferred. Must be a U.S. citizen with a current U.S. government security clearance and the ability to obtain a Top Secret security clearance.

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, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, reaching, climbing or balancing, and lifting up to 25 pounds.

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

Date: 11/19/2018
