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## Auburn University Job Description

Job Title: **Spec, Rsrch Security Programs**

Job Family: No Family

Job Code: **HC87**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

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### Job Summary

Responsible for maintaining the administration and training of the University research security program. Functions include the processing of personnel security clearances via the Electronic Questionnaires for Investigations Processing (e-QIP) system, record maintenance, understanding of all Intelligence Community and US Department Defense security requirements, administering security awareness training programs and preparing visit requests.

### Essential Functions

1. Initiates, prepares, and submits required personnel security applications (initials, upgrades and periodic re-investigations) for access to National Security Information and Intelligence Community Programs to include Electronic Questionnaires for Investigations Processing (eQIP), Questionnaires for National Security Positions (SF86), Questionnaire for Public Trust Positions (SF85P) and other federal agency required paperwork.
2. Performs background checks for incoming foreign nationals and foreign visitors. Determines if foreign nationals will have access to export controlled technology or subject to a US government denied entity list while they are participating in Auburn University sponsored programs or programs located in Auburn University facilities.
3. Processes incoming and outgoing visit requests by utilizing authorized databases to verify clearance levels.
4. Educates and informs staff, faculty, and students on their security obligations for the protection and safeguarding of classified and export controlled technology through various forms of presentations, briefings, or inspections on a consistent basis.
5. Supports AU personnel security mission to include daily database interactions, including but not limited to: status checks in the Joint Personnel Adjudication System (JPAS); monitoring and queries associated with ensuring our cleared personnel databases are in sync with current employee status; notifications to newly cleared personnel; maintaining updated personnel security and suitability records, outgoing clearance certifications for classified visits; maintaining accurate and up-to-date records within internal database.
6. Develops processes and procedures to conduct foreign travel briefings and debriefings and maintains a record of foreign travel for all cleared employees.
7. Serves as the system administrator for authorized security databases used for the accountability and management of numerous security programs and other related information.
8. Creates and maintains security files in accordance with federal operating standards and guidelines.
9. Collects electronic and paper fingerprints of individuals that require a security clearance or working in sensitive control areas and submits to appropriate government agencies.
10. Assists with self-inspections of compliance programs and maintains files, documents, and databases for annual inspections performed by government agencies.

### Supervisory Responsibility

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May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>
<b>Education</b>	Some college; vocational or Associate's Degree	Degree in Business Administration, Political Science, Business Law or related field.
<b>Experience (yrs.)</b>	4	Experience in government Industrial and Information Security Programs, Contracts and Grants, or paralegal training. Experience shows progressively increasing levels of responsibility and accountability.

#### **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**

Knows fundamental procedures in governmental security programs.

#### **Certification or Licensure Requirements**

Must be a U.S. Citizen and able to obtain a Top Secret Security Clearance.

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### Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, handling objects with hands, and lifting up to 25 pounds.

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

Date: 11/19/2018

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