
Auburn University Job Description

Job Title: **Asst VP, Campus Security & Compliance** Grade CP17 \$124,400 - \$248,800

Job Code: **EA63**

FLSA status: Exempt

Job Family: Campus Services

Job Function: Campus Safety

Job Summary

Reporting to the Vice President for Institutional Compliance & Security, the Assistant Vice President for Campus Security & Compliance serves as a senior leadership position and is responsible for overseeing and ensuring the safety, security, and regulatory compliance for Auburn University's campus and environment. This role will collaborate closely with the VP for Institutional Compliance & Security to develop and implement strategies, policies, and procedures that maintain a secure and compliant campus, providing a safe and conducive learning and working environment for students, faculty, staff, and visitors.

Essential Functions

1. **Security and Emergency Response:** Leads the development, implementation, and management of campus security protocols, including access control, surveillance, and incident response. Sets the strategic direction and oversight of the campus emergency response plan including coordinating drills and managing crisis situations as needed.
2. **Compliance Management:** Through oneself and others, responsible for the ongoing monitoring and compliance with local, state, and federal regulations related to campus security and safety. Stays abreast of evolving compliance requirements and adapts policies and procedures accordingly. Develops a strategy to inform all stakeholders regarding compliance and regulations.
3. **Policy Development:** Collaborates with the Vice President and other stakeholders to develop and revise security and compliance policies to maintain alignment with best practices and changing needs.
4. **Risk Assessment:** Conducts or directs others to conduct risk assessments to identify potential security threats, vulnerabilities, and compliance gaps. Coordinates with senior leadership and other stakeholders to evaluate risk and determine mitigation strategies.
5. **Team Leadership:** Supervises and leads the Campus Safety and Security department, a team of security and compliance professionals. Develops and communicates a clear departmental vision and mission. Recruits, selects, and retains departmental employees. Provides ongoing coaching, guidance, training, and performance evaluations to ensure the department's effectiveness.
6. **Budget Allocation Requests:** Responsible for the department's budget ensuring cost-effective allocation of resources for security and compliance initiatives.
7. **Stakeholder Engagement:** Responsible for building and establishing positive and strong relationships with campus stakeholders, law enforcement agencies, and relevant external organizations. Serves as primary university liaison to local, state, and federal law enforcement and emergency response agencies.
8. **Data Analysis and Reporting:** Utilizes data and metrics to assess the effectiveness of security and compliance programs. This entails collecting, analyzing, and interpreting relevant data. Prepares and presents regular reports to the Vice President and other senior leaders.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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

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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	Bachelor's Degree	Degree in public safety administration, public health, public administration, criminal justice, emergency management, or related field. Master's degree preferred.
Experience (yrs.)	10	Minimum of 10 years of experience in law enforcement, fire, emergency medical services, emergency planning, or town/city management, at least 5 of which at the command or supervisory level.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Comprehensive knowledge of campus security best practices and relevant regulations.

Excellent and proactive leadership, communication, and interpersonal skills.

Proven ability to develop and implement security policies and procedures.

Strong analytical and problem-solving abilities.

Experience working in an educational institution or similar setting.

Familiarity with campus security technology and systems.

Knowledge of Clery Act, Title IX, and other relevant laws and regulations.

Certification or Licensure Requirements

Graduate of an advanced program in the delivery of emergency management law enforcement services, or public administration (e.g. FEMA National Emergency Management Academy or Advanced Professional Series course, FBI National Academy, Kennedy School executive education program, etc.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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

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interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, .

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

Date: 12/15/2023
