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## Auburn University Job Description

Job Title: **Facility Security Officer- AU Campus**

Job Family: No Family

Job Code: **EE36**

Grade LC14 \$85,500 - \$34,400

FLSA status: Exempt

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### Job Summary

The Facility Security Officer (FSO) reports to the Chief Research Security Officer. The FSO provides management of the university's classified research portfolio and leads the protection efforts against malign foreign influence targeting the university's research programs. Serves as the Facility Security Officer (FSO), Contract Special Security Officer (CSSO), University Key Management Personnel (KMP), and Insider Threat Working Group member.

### Essential Functions

1. Manages the classified security program to ensure compliance with federal security regulations as well as contractual agreements regarding the protection of classified information. Ensures full compliance with the National Industrial Security Program Operating Manual (NISPOM); Intelligence Community Directives (ICD); counterintelligence (CI) and cybersecurity laws; and policies and regulations.
2. Serves as a Subject Matter Expert (SME) in consulting university leadership, faculty, staff, and students in the realms of classified operations and foreign influence inquiries. Collaborates with law enforcement and other government agencies on confidential and sensitive security issues as necessary.
3. Educates and informs senior administrators, faculty, staff and students on their obligations for the protection and safeguarding of classified information through various forms of presentations, briefings or internal assessments.
4. Interprets and implements extensive government classified security regulations in support of the US government funded research program for Auburn University. Develops key processes and procedures to ensure the overall success and compliance of the research program through reporting, auditing, training and other means of accountability.
5. Coordinates with the Office of Sponsored Programs (OSP), campus community and 13 colleges within the university assessing proposals, agreements, and contracts to determine if classified information requirements are present.
6. Conducts risk assessments on international agreements, potential AU sponsored visa personnel and foreign national employee applicants to determine if possible/known malign foreign influence is a factor.
7. Performs other related duties as assigned by supervisor.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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>	Master's Degree	Degree in Cyber, Information Security, Engineering, Legal, International Studies, or related field.  See Experience for substitutions.
<b>Experience (yrs.)</b>	8	Direct relevant experience in intelligence, counterintelligence or information security; eight (8) yrs. experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability.  High School Diploma - 12 yrs. Bachelor's Degree - 10 yrs. Master's Degree - 8 yrs.

#### **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**

Advanced knowledge and advanced understanding of US government security regulations and intelligence/counterintelligence operations to include the implementation and management of compliance processes, procedures, and best practices.  
Advanced written and verbal communication skills and the ability to present effectively to small and large audience of varying experience and operational backgrounds.  
Strong relationship building and negotiation skills.  
Demonstrated ability to identify problems, analyze courses of action and implement solutions.  
Demonstrated ability to expertly handle sensitive discussions with discretion, strong personal ethics commitment and sound judgment.  
Consistently models high standards of honesty, openness, and respect for the individual.  
Demonstrated ability to mentor and lead Research Security Compliance personnel.  
Experience working in an organization with integrated, cross-functional work teams is necessary.  
Demonstrated effectiveness in a operational environment with concurrent tasks and changing priorities and resources.  
Ability to conduct comprehensive risk assessments and identify security vulnerabilities related to information security, personnel security and physical security protocols.

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

Must be a U.S. citizen with a current U.S. government Top Secret security clearance or have a current U.S. government Secret security clearance with the ability to obtain a U.S. government Top Secret security clearance.  
Completion of Defense Counterintelligence and Security Agencies Facility Security Officers Course for Possessing Facilities.

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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.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

Date: 5/27/2022

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