Auburn University Job Description

Job Title:	**Chief Research Security Officer**	Job Family:	No Family
Job Code:	**HC85**	Grade 42:	$138,000 - $230,500
FLSA status:	Exempt		

Job Summary

The Chief Research Security Officer (CRSO) reports to the Vice President of Research & Economic Development and provides senior level direction, counsel, management, administrative and fiscal oversight for the Office of Research Security Compliance. Serves as the Facility Security Officer (FSO), Export Control Empowered Official, Contractor Special Security Officer (CSSO) and Insider Threat Senior Official for the University. Serves as a critical leader on the Research leadership team and at the University. Collaborates with Research leadership across campus to develop and execute research security.

Essential Functions

1. Provides overall management and proactive direction for the Office of Research Security Compliance to include providing leadership, development, and implementation of strategic plans, establishment of priorities for research security initiatives and administration and fiscal oversight. Provides day-to-day guidance to staff and makes decisions that ensure the effective operation of the Research Security Compliance Department.
2. Provides advice and counsel to the Vice President of Research and Economic Development, Provost, Executive Vice President and President on strategic and operational issues as well as regulatory requirements related to research security protection and administration.
3. Manages the facility security program to ensure compliance with federal security regulations as well as contractual agreements regarding the protection of classified, export control, proprietary, insider threat, controlled unclassified information and all other aspects the university research portfolio. Ensures full compliance with the National Industrial Security Program Operating Manual (NISPOM), Intelligence Community Directives (ICD), counterintelligence (CI), Cybersecurity laws, policies, and regulations, and all applicable federally funded government research activities.
4. Implements and monitors the AU Insider Threat Program (ITP). Provides oversight to the Insider Threat Networking Group (ITNG). Responds to and investigates program security infractions and violations. Reports security infractions and violations to the appropriate government agencies.
5. Conducts internal risk assessments of the AU classified, export control, insider threat, controlled unclassified information and research cybersecurity programs between scheduled government audits ensuring research information is being properly protected in accordance with government directives.
6. Leads and directs Auburn's counterintelligence program. Protects University assets from undue foreign influence and foreign interference and serves as AU's primary point of contact with federal law enforcement and intelligence community agencies on research security related matters.
7. Oversees the implementation and management of the University's research cybersecurity program to include strategic planning, conducting risk assessments, COMSEC management and compliance with numerous cybersecurity directives and regulations.
8. Serves as the Export Control Empowered Official ensuring compliance with export control laws and national security initiatives.
9. May perform other duties as assigned by supervisor.

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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 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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Cyber, Information Security, Engineering, Legal, International Studies, or related field.
Experience (yrs.)		See below for Minimum Required Education and Experience: Bachelor's Degree and 12 years' Direct relevant experience in intelligence, counterintelligence or information security; ten (10) years experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability. Master's Degree and 10 years' Direct relevant experience in intelligence, counterintelligence or information security; ten (10) years experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability.

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.

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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.

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

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

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

Date: 1/26/2022