AUBURN
Human Resources

Asst VP, Campus Security & Compliance

Job Description

JOB INFORMATION

Job Code	EA63
Job Description Title	Asst VP, Campus Security & Compliance
Pay Grade	CP17
Range Minimum	$141,410
33rd %	$188,550
Range Midpoint	$212,120
67th %	$235,690
Range Maximum	$282,830
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/15/2023

JOB FAMILY AND FUNCTION

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- Budget Allocation Requests: Responsible for the department's budget ensuring cost-effective allocation of resources for security and compliance initiatives.
- 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.
- 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

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in public safety administration, public health, public administration, criminal justice, emergency management, or related field. Master's degree preferred.	and	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	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.		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		Up to 25 pounds
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.