AUBURN
Human Resources

Coord, Behavioral Threat Assessment & Management

Job Description

JOB INFORMATION

Job Code	EE34
Job Description Title	Coord, Behavioral Threat Assessment & Management
Pay Grade	CP08
Range Minimum	$45,500
33rd %	$54,600
Range Midpoint	$59,150
67th %	$63,700
Range Maximum	$72,800
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	4/24/2025 5:18:16 PM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

The Behavioral Threat Assessment and Management (BTAM) Coordinator ensures campus safety by identifying and managing potential threats. Key duties include triaging reports, developing case management plans, collaborating on safety strategies, maintaining records, supporting community training, preparing reports, and participating in crisis response. This position also stays updated on best practices in threat assessment and campus security.

RESPONSIBILITIES

- Triage and Screening: Reviews and follows up on all new reports of concerning behavior. Conducts initial triage and screening, gathers information, and assists with assessing the level of concern associated with subject(s) that may pose a potential threat to the campus community, including evaluating behavior, language, and risk and protective factors.
- Case Management: Develops and implements case management plans to mitigate identified risks, providing tailored interventions for individuals of concern. Monitors and follows up on cases to ensure compliance with safety plans and assess ongoing risk.
- Safety Planning: Collaboratively supports the BTAM Team Chair with ongoing case safety plans across university departments to provide recommendations, conduct assessments, and develop safety and contingency plans. Ensures all affected stakeholders or potential individuals impacted are aware of the risks, best practices, and available options.
- BTAM Team Support: Serves as a key member of the Behavioral Threat Assessment and Management Team, contributing expertise and assisting in formulating safety plans and strategies for intervening with high-risk individuals or situations. Schedules BTAM Team meetings, and provides agenda, minutes, and other scheduling support to the BTAM Team Chair.
- Recordkeeping: Maintains records and closes out active cases using Maxient case management software to ensure data integrity. Maintains detailed case files and documentation in compliance with legal, ethical, and institutional guidelines, ensuring accurate records of case evaluations, outcomes, and follow-up actions.
- Training and Community Awareness: Supports the BTAM Team Chair to provide various community training & awareness programs to support community members in recognizing threatening or concerning behaviors, timely sharing of concerns through established reporting mechanisms, and enhancing understanding of the behavioral threat assessment and management processes.
- Reporting: Assists in preparing reports, presentations, and communication materials for internal and external stakeholders. Creates annual reports of case and team activities as well as analysis of responses to reported incidents.

RESPONSIBILITIES

- Crisis Response: Supports the university's response to critical incidents, providing expertise and guidance on managing subjects of concern. Participates in after-action reviews to evaluate and improve response processes.
- Compliance: Ensures compliance with university policies, federal and state regulations (e.g., FERPA, Title IX), and best practices related to threat assessment and case management. Participates in periodic reviews and updates to threat assessment protocols and procedures.
- Professional Development: Stays current on emerging trends in threat assessment, mental health, and campus security best practices through continued education and professional development.

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	No supervisory responsibilities.

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	Education, Counseling, Psychology, Social Work, Criminal Justice, Public Administration, or a Related Field	and	2 years of	Experience in case management, counseling, crisis intervention, law enforcement, or a related role. Experience in behavioral threat assessment & management or behavioral intervention in a higher education setting strongly preferred.	Or
Master's Degree	Education, Counseling, Psychology, Social Work, Criminal Justice, Public Administration, or a Related Field	and	0 years of	Experience in case management, counseling, crisis intervention, law enforcement, or a related role. Experience in behavioral threat assessment & management or behavioral intervention in a higher education setting strongly preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of behavioral threat assessment models, mental health issues, and crisis intervention strategies.	
Strong knowledge and understanding of interpersonal and targeted violence.	
Knowledge and understanding of violence prevention and intervention techniques.	
Familiarity with relevant laws and regulations, including FERPA, HIPAA, BIG Act, and Clery Act requirements.	
Excellent written and verbal communication skills for effective reporting and interaction with diverse groups.	
Strong analytical and critical thinking skills, with the ability to assess complex situations from multiple perspectives and recommend appropriate interventions.	
Effective problem solving, decision-making and analytical and organizational skills and collaboration and coordination with other staff, law enforcement, courts, and mental health professionals.	
Strong interpersonal skills to facilitate collaboration and communication in support of BTAM processes.	
Proficient with Microsoft Office applications (Outlook, Word, PowerPoint, Excel), Google Suites, Adobe Acrobat, and comfort with utilizing other relevant software.	
Ability to manage sensitive information with discretion and maintain confidentiality.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.	
Ability to work collaboratively across multiple departments, with various administrators, faculty, staff, students, and other community members.	

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				10 lbs
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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.

Travel Requirements:

In-State

Additional Special Requirements:

This position is required to be available after hours and on weekends for emergencies and urgent care needs. The work carries an emotional toll of dealing with and assisting individuals through traumatic incidents.