AUBURN
Human Resources

Dir, Research Security Compliance

Job Description

JOB INFORMATION

Job Code	EE36
Job Description Title	Dir, Research Security Compliance
Pay Grade	LC15
Range Minimum	$112,420
33rd %	$146,140
Range Midpoint	$163,010
67th %	$179,870
Range Maximum	$213,600
Exemption Status	Exempt
Approved Date:	11/4/2026 10:19:40 AM

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Research Security

JOB SUMMARY

The Director of Research Security Compliance provides leadership and oversight for Auburn University's research security programs. The Director serves as the Facility Security Officer (FSO) and Insider Threat Program Senior Official (ITPSO), managing the university's classified research portfolio. The position is responsible for maintaining the security and regulatory compliance of the university's research enterprise, addressing research security risks, and supporting compliance with federal regulations and sponsor expectations.

RESPONSIBILITIES

- Manages the day-to-day operations of the Research Security Compliance Office, supervises and develops professional and administrative staff, establishes performance expectations, and fosters a culture of collaboration, accountability, and continuous improvement.
- Serves as the FSO and manages the university's classified security program, ensuring compliance with the National Industrial Security Program Operating Manual (NISPOM), Intelligence Community Directives (ICDs), and other applicable federal regulations. Develops and oversees processes for reporting, auditing, record maintenance, training, and the protection of classified research.
- Directs efforts to identify, assess, and mitigate foreign influence risks by working with faculty and staff to evaluate international travel, collaborations, affiliations, and applicants. Develops and implements risk mitigation strategies, training, and compliance programs to safeguard the integrity of the university's research initiatives. Provides guidance on foreign talent recruitment program restrictions, restricted party screening, and evolving federal research security requirements.
- Partners with key offices, including Sponsored Programs, General Counsel, International Programs, and Information Security, to support the implementation of institutional research security requirements and ensure compliance with federal sponsor expectations and university policies. Serves as a liaison between academic units, research centers, and administrative offices.
- Conducts internal audits and comprehensive risk assessments of the university's classified, export control, insider threat, and controlled unclassified information programs between scheduled government audits. Identifies security vulnerabilities, monitors evolving federal policies, and updates institutional practices to maintain compliance and prepare for external reviews.
- Provides comprehensive oversight and leadership of Auburn University's Insider Threat Program as the ITPSO. Directs program development, risk management, training, regulatory compliance, incident response, and reporting to university leadership and government agencies.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	
Master's Degree	with no specific discipline.	and	6 years of	experience in intelligence, counterintelligence, information security, or related areas involving management, training, compliance, and federal requirements.	Or
Bachelor's Degree	with no specific discipline.	and	8 years of	experience in intelligence, counterintelligence, information security, or related areas involving management, training, compliance, and federal requirements.	Or
High School Diploma or GED	with no specific discipline.	and	12 years of	experience in intelligence, counterintelligence, information security, or related areas involving management, training, compliance, and federal requirements.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	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	Upon Hire	Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	the ability to obtain a U.S. government Top Secret security clearance.			
	DCSA Facility Security Officers for Possessing Facilities Certification	Upon Hire	Required	And
	ECoP Certified Export Compliance Professional	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Security Clearance

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					
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.