AUBURN
Human Resources

Dir, Threat Assessment

Job Description

JOB INFORMATION

Job Code	EE44
Job Description Title	Dir, Threat Assessment
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	2/2/2026 10:28:21 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs the university's Behavioral Threat Assessment and Management (BTAM) Team focusing on campus safety by managing and responding to potential threats. This role coordinates a multidisciplinary team across campus and collaborates with community partners to ensure an effective approach to preventing targeted violence.

RESPONSIBILITIES

- Develops and maintains policies and protocols to govern operation of the team and documentation of case management. Coordinates BTAM Team member training.
- Collaborates with community partners to address threat assessment and behavioral health concerns impacting the university and involving members of the university community.
- Responds to concerns and collaborates with members of the BTAM Team to coordinate threat assessment and management tasks and to mitigate concerns. Conducts threat assessment interviews with subjects of concern, impacted parties, and others alongside another BTAM Team member.
- Manages the shared records database, ensuring accurate documentation of all BTAM Team activities. Analyzes cumulative case data ethically to identify trends and intervention opportunities and evaluates BTAM Team effectiveness.
- Monitors team emails, phone calls, and other sources of reports. Coordinates a triage of reports concerning behaviors involving faculty, staff, students, contractors, visitors, and other individuals whose behavior may impact the campus community, escalating cases for further assessment and management as needed.
- Conducts in-depth research and compiles background information on subjects of concern using open-source intelligence (OSINT) and other methods to aid the BTAM Team's analysis. Monitors ongoing cases to ensure adherence to BTAM Team recommendations and addresses new concerns.
- Coordinates outreach to and training of the campus community about violence prevention and recognizing and responding to concerns or threats and the role of the BTAM Team. Promotes awareness of concerning behaviors and the reporting processes through marketing, presentations, and social media. Oversees the BTAM Team's website content.
- Maintains professional networks with SEC counterparts and peer institutions to stay informed on trends in higher education threat assessment.
- Oversees preparation of BTAM Team meeting agendas, compiles meeting notes, and tracks action items.

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

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	Psychology, Criminal Justice, Social Work, Human Resources, Higher Education Administration, Public Administration, or related discipline.	and	7 years of	experience in threat assessment-related work. A PhD or other doctoral-level degree may replace the experience requirement.	Or
Master's Degree	Psychology, Criminal Justice, Social Work, Human Resources, Higher Education Administration, Public Administration, or related discipline.	and	5 years of	experience in threat assessment-related work.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal, state, and local safety regulations and industry standards related to threat assessment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
	Certified Threat Manager (CTM)		Desired	
	Association of Threat Assessment Professionals Membership		Desired	

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			25 lbs
Climbing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.