AUBURN
Human Resources

Spec, Executive Protection

Job Description

JOB INFORMATION

Job Code	EE47
Job Description Title	Spec, Executive Protection
Pay Grade	CP10
Range Minimum	$55,450
33rd %	$68,390
Range Midpoint	$74,860
67th %	$81,330
Range Maximum	$94,270
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	7/15/2024 3:46:17 PM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

This role plays a critical part in safeguarding the well-being of employees, students, and distinguished visitors, which includes corporate executives, government officials, celebrities, and dignitaries. Additionally, the position involves conducting thorough risk assessments and devising tailored security plans to address the unique requirements of these individuals. Contributes to the university's commitment to maintaining a secure campus environment, ensuring the safety of esteemed guests and the ongoing security of the university community.

RESPONSIBILITIES

- Close Protection: Personally provides close protection to select individuals, as necessary, including escorting them to and from locations, maintaining vigilant surveillance of their surroundings for potential threats, and executing swift and effective responses to security incidents or emergencies.
- Crisis Management: Collaborates closely with Campus Safety Leadership to actively assist with crisis management efforts in response to security breaches, threats, or emergencies.
- Risk Assessment: Collaborates with the team to conduct exhaustive risk assessments to identify potential threats and vulnerabilities to protected individuals and formulate strategic plans to mitigate these risks effectively.
- Security Planning: Provides input and collaborates with key security personnel and relevant stakeholders to craft and execute security plans tailored to the unique circumstances and needs of protected individuals.
- Team Collaboration: Actively participates in and coordinates with a proficient team of executive protection specialists to ensure the seamless execution of security protocols and procedures.
- Training and Development: Delivers comprehensive training and guidance on critical areas such as threat detection, defensive tactics, emergency response protocols, and adherence to established protocols.
- Communication: Maintains open and effective lines of communication with protected individuals and other members of the security team to facilitate seamless coordination and information sharing.
- Intelligence Gathering: Regularly participates in monitoring and analyzing pertinent intelligence sources to remain abreast of potential security risks and emerging developments.
- Advance Work: Strategically plan and execute advance work for events, meetings, or travel involving protected individuals, including venue security assessments route planning and coordination with local law enforcement and venue security teams.
- Documentation and Reporting: Maintain meticulous records of security-related activities, incidents, and protocols, and actively contribute to the presentation of detailed reports for internal review or legal purposes as required.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
High School Diploma or GED			6 years of	Law Enforcement, Military Service, Risk Assessment, or Crisis Management	Or
Bachelor's Degree	Criminal Justice, Security Management, or Related Field		4 years of	Law Enforcement, Military Service, Risk Assessment, or Crisis Management	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proficiency in coordinating security operations for high-profile events.	
Knowledge of security duties and/or campus security operations, emergency management priorities and actions.	
Knowledge of state and federal laws regarding safety procedures.	
Knowledge of crisis management and emergency response.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	APOST (Alabama Police Officers' Standards and Training)		Required	
	Valid Driver's License		Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR)

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Healthcare & Safety

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		25 lbs

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 temperatures		X			
Hazards				X	
Wet and/or humid		X			
Noise					X
Chemical				X	
Dusts			X		
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Travel Requirements:

In-State; Domestic; International

Additional Special Requirements:

Must have excellent visual acuity, strong peripheral vision, accurate depth perception, the ability to distinguish colors, and good night vision. These requirements ensure the specialist can effectively monitor surroundings, identify threats, and navigate various environments under differing circumstances.