AUBURN
Human Resources

Facility Security Officer_HU Campus

Job Description

JOB INFORMATION

Job Code	EE48
Job Description Title	Facility Security Officer_HU Campus
Pay Grade	H35
Range Minimum	$112,400
33rd %	$137,120
Range Midpoint	$149,490
67th %	$161,850
Range Maximum	$186,580
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	8/13/2024 4:14:08 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Facility Security Officer (FSO) reports to the Chief Research Security Officer. The FSO provides management of the university's classified research portfolio and leads the protection efforts against malign foreign influence targeting the university's research programs. Serves as the Facility Security Officer (FSO), Contract Special Security Officer (CSSO), University Key Management Personnel (KMP), and Insider Threat Working Group member.

RESPONSIBILITIES

- Manages the classified security program to ensure compliance with federal security regulations as well as contractual agreements regarding the protection of classified information. Ensures full compliance with the National Industrial Security Program Operating Manual (NISPOM); Intelligence Community Directives (ICD); counterintelligence (CI) and cybersecurity laws; and policies and regulations.
- Serves as a Subject Matter Expert (SME) in consulting university leadership, faculty, staff, and students in the realms of classified operations and foreign influence inquiries. Collaborates with law enforcement and other government agencies on confidential and sensitive security issues as necessary.
- Educates and informs senior administrators, faculty, staff and students on their obligations for the protection and safeguarding of classified information through various forms of presentations, briefings or internal assessments.
- Interprets and implements extensive government classified security regulations in support of the US government funded research program for Auburn University. Develops key processes and procedures to ensure the overall success and compliance of the research program through reporting, auditing, training and other means of accountability.
- Coordinates with the Office of Sponsored Programs (OSP) and the Huntsville campus within the university assessing proposals, agreements, and contracts to determine if classified information requirements are present.
- Conducts risk assessments on international agreements, potential university-sponsored visa personnel and foreign national employee applicants to determine if possible/known malign foreign influence is a factor.

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	
Master's Degree	No specific discipline required. Cyber, Information Security, Engineering, Legal, International Studies, or related field is desired.	and	8 years of	Direct relevant experience in intelligence, counterintelligence or information security; eight (8) yrs. experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability.	Or
Bachelor's Degree	No specific discipline required. Cyber, Information Security, Engineering, Legal, International Studies, or related field is desired.	and	10 years of	Direct relevant experience in intelligence, counterintelligence or information security; ten (10) yrs. experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability.	Or
High School Diploma or GED	No specific discipline required. Cyber, Information Security, Engineering, Legal, International Studies, or related field is desired.	and	12 years of	Direct relevant experience in intelligence, counterintelligence or information security; twelve (12) yrs. experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability.	

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 the ability to obtain a U.S. government Top Secret security clearance.	Upon Hire	Required	And
	Completion of Defense Counterintelligence and Security Agencies Facility Security Officers Course for Possessing Facilities.	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.