AUBURN
Human Resources

Mgr, Research Security Compliance

Job Description

JOB INFORMATION

Job Code	HC86
Job Description Title	Mgr, Research Security Compliance
Pay Grade	LC12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Approved Date:	5/25/2021 4:54:57 PM
Legacy Date Last Edited	11/19/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Serves as the Research Security Threat Manager, Export Control Manager and Assistant Facility Security Officer for the Research Security Compliance Office. This position provides direction and guidance to senior level administrators, faculty, staff and students pertaining to all facets of the export control and research security programs.

RESPONSIBILITIES

- Assimilates, evaluates, and identifies information concerning counterintelligence and counterespionage threats against personnel, research programs, information systems and/or facilities.Provides senior level administrators, faculty, staff and students with direction, guidance and interpretation of federal government regulations and policies concerning classified, export control and controlled unclassified information.
- Conducts internal assessments of the university classified, export control and controlled unclassified information programs between scheduled government audits ensuring that controlled research information is being properly protected in accordance with government directives.
- Ensures that foreign national visiting scholars and international students who are invited to visit/attend the university are not on any U.S. government denied entity or program.
- Develops comprehensive security plans to ensure classified, export control and controlled unclassified information is afforded proper protection per applicable government standards.
- Serves as the Assistant Facility Security Officer.

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	
Bachelor's Degree	Degree in Cyber, Information Security, Engineering, Legal, or related field.	and	5 years of	Experience analyzing threat information and developing comprehensive information security plans. Experience shows progressively increasing levels of responsibility and accountability. experience mentoring, leading, or supervising others.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of government security policies, procedures, regulations, and legislation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Facility Security Officer (FSO) certification preferred	Upon Hire	Desired	And
	U.S. Export Compliance Officer (USECO) certification	Upon Hire	Desired	And
	Must be a U.S. citizen with a current U.S. government security clearance and the ability to obtain a Top Secret security clearance.	Upon Hire	Required	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.