AUBURN
Human Resources

Analyst, Research Security

Job Description

JOB INFORMATION

Job Code	HC87
Job Description Title	Analyst, Research Security
Pay Grade	LC11
Range Minimum	$68,050
33rd %	$86,200
Range Midpoint	$95,270
67th %	$104,340
Range Maximum	$122,490
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	10/25/2024 11:18:55 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Supports the development and management of the Research Security and Export Compliance programs at the university, ensuring compliance with applicable federal laws and regulations. Provides training and guidance on research security-related matters such as foreign influence, export control, and classified research requirements. Safeguards the university's research portfolio by identifying and mitigating risks, threats, and vulnerabilities.

RESPONSIBILITIES

- Risk Assessment and Mitigation: Conducts security audits, risk assessments on international collaborations, and vulnerability assessments of research systems. Advises on security concerns related to international travel, agreements, and collaborations. Develops and communicates remediation strategies to mitigate identified risks.
- Implements and Manages Research Security Programs: Works with leadership to develop, implement, and manage robust research security and export compliance programs across the university, ensuring adherence to regulations such as Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), National Security Presidential Memorandum 33 (NSPM-33), and 32 CFR Part 117 NISPOM Rule.
- Training and Education: Delivers ongoing training, education, and guidance to senior leadership, faculty, staff, and students on export control and research security-related matters. Develops training materials related to foreign influence and provides security briefings to the university community to mitigate risks.
- Compliance and Investigations: Monitors compliance with export control, research security, and classified program regulations. Conducts periodic quality assurance reviews and investigates reported or suspected export and security violations. Collaborates with internal and external parties on investigations and coordinates compliance activities.
- Liaison and Collaboration: Serves as a point of contact for inquiries regarding compliance with export control regulations and research security matters. Collaborates with government and non-government organizations to ensure compliance with contracts, grants, agreements, and security standards.

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	No supervisory responsibilities.

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	No specific discipline required. Business Administration, Public Administration, Political Science, Business Law, or related field preferred.	and	0 years of	Government Industrial and Information Security Programs, Contracts and Grants, Investigation, Research Compliance, Military Training, or Paralegal Training.	Or
Associate's Degree	No specific discipline required. Business Administration, Public Administration, Political Science, Business Law, or related field preferred.	and	2 years of	Government Industrial and Information Security Programs, Contracts and Grants, Investigation, Research Compliance, Military Training, or Paralegal Training.	Or
High School Diploma or GED		and	4 years of	Government Industrial and Information Security Programs, Contracts and Grants, Investigation, Research Compliance, Military Training, or Paralegal Training.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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 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	
	U.S. Citizen	Upon Hire	Required	
	Must be able to maintain a Top Secret Security Clearance	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				10 lbs
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.