AUBURN
Human Resources

CUI Manager

Job Description

JOB INFORMATION

Job Code	HC94
Job Description Title	CUI Manager
Pay Grade	RE12
Range Minimum	$85,940
33rd %	$108,860
Range Midpoint	$120,310
67th %	$131,770
Range Maximum	$154,690
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/8/2020

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

The CUI Manager reports to the Vice President of Research and Economic Development and is responsible for the overall development, implementation, management and delivery of the Auburn University Controlled Unclassified Information (CUI) program. The scope of the program is university-wide and the purpose is to protect CUI received from or generated on behalf of the US government.

RESPONSIBILITIES

- Coordinates with the Office of Sponsored Programs (OSP), Innovation Advancement and Commercialization (IAC), Electronic Research Administration (ERA), campus community and 13 Colleges within the university assessing proposals, agreements, and contracts to determine if CUI requirements are present.
- Educates and informs senior executives, faculty, staff, and students on their obligations for the protection and safeguarding of CUI through various forms of presentations, briefings, or inspections. Researches and develops informative training and educational materials related to CUI compliance to assist the University with compliance of complex CUI policies and regulations.
- Directs AU researchers and administrators with the development of processes and procedures to execute the implementation of CUI security standards.
- Interprets and implements extensive government CUI 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.
- Protects CUI and its infrastructure from both external and internal threats.

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	General	and	12 years of	Direct relevant experience in information security. experience must be in management, training, and compliance of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge of US government security policies, regulations, and procedures to include the implementation and management of compliance processes, procedures, and best practices.	
Experience working in an organization with integrated, cross-functional work teams is necessary.	
Demonstrated effectiveness in a security environment with concurrent tasks and changing priorities and resources.	
Advanced written and verbal communication skills and the ability to present effectively to small and large audience of varying experience and operational backgrounds.	
Strong interpersonal skills and the ability to build professional relationships with a wide range of constituencies in a culturally and intellectually diverse organization.	
Demonstrated experience with risk assessment and management processes and standards.	
Demonstrated ability to identify problems, analyze courses of action and propose solutions.	
Demonstrated ability to successfully handle sensitive discussions with discretion, strong personal ethics commitment and sound judgement.	
Consistently models high standards of honesty, openness, and respect for the individual.	
Must be able to convey goals and objectives clearly and in a compelling manner; listen effectively and clarify information as needed; produce clear status reports; communicate tactfully and candidly.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be a U.S. citizen with a current U.S. government security clearance or the ability to obtain a U.S. government 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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.