AUBURN
Human Resources

Deputy Director, Policy & Partnerships, McCrary Institute

JOB INFORMATION

Job Code	JA16
Job Description Title	Deputy Director, Policy & Partnerships, McCrary Institute
Pay Grade	DC08
Range Minimum	$162,740
33rd %	$195,280
Range Midpoint	$211,560
67th %	$227,830
Range Maximum	$260,380
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	6/10/2024 9:01:44 AM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

The Deputy Director, Policy & Partnerships is responsible for leading the McCrary Institute's cybersecurity policy research, guides strategic partnerships to enable impactful collaborative initiatives, represents the organization in critical policy discussions, and drives evidence-based public policy conversations and action.

RESPONSIBILITIES

- Conducts comprehensive research, including the establishment of a cybersecurity research aggregation system, to inform and shape cybersecurity policies and recommendations. Develops and oversees McCrary Institute’s policy strategies.
- Produces policy papers, briefs, and reports to influence public discourse and policy decisions. Develops white papers and policy briefs on key cybersecurity issues and innovations.
- Facilitates Senior Fellow and stakeholder consultations to gather diverse insights for policy development. Monitors and evaluates the impact of implemented policies and legislation, coordinating with Auburn Office of Government Relations and suggesting revisions as necessary.
- Develops, leads, and mentors a team of researchers and policy analysts.
- Effectively communicates complex cybersecurity issues to a broad audience, including policymakers, academia, and the public.
- Forges partnerships focused on joint policy research and development initiatives. Establishes relationships with industry leaders, state and federal government bodies, and academic experts for collaborative policy studies.
- Networks with other cyber security institutes, organizations, and agencies to share best practices and insights. Leverages partnerships to enhance the organization's influence and reach in policy-making circles. Engages in mutual learning and capacity-building activities with partner organizations.
- Collaborates with the communications team to support expansion of media presence by leveraging national relationships. Strengthens policy influence through Senior Fellows collaborations. Collaborates with and advocates for cybersecurity policies at state and national levels.
- Collaborates with communications and web design teams to develop and maintain a daily cyber news briefing and issues network.

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	
Bachelor's Degree	Public Policy, Political Science, Cybersecurity, or related field.	and	10 years of	Experience in policy development, strategic business operations, including electronic filing and database management; experience interfacing with corporate and/or institutional executives; extensive experience handling sensitive and confidential information and documents.	Or
Master's Degree	Public Policy, Political Science, Cybersecurity, or related field.	and	8 years of	Experience in policy development, strategic business operations, including electronic filing and database management; experience interfacing with corporate and/or institutional executives; extensive experience handling sensitive and confidential information and documents.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of qualitative and quantitative research methodologies and reporting.	And
Knowledge of communicating complex policy topics clearly and persuasively to diverse audiences	And
Knowledge of collaborating effectively across teams and organizations.	And
Knowledge of electronic filing and database management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 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 and distinguish colors.

Travel Requirements:

In-State; Domestic