AUBURN
Human Resources

Program Manager, Defense & National Security

Job Description

JOB INFORMATION

Job Code	JA30
Job Description Title	Program Manager, Defense & National Security
Pay Grade	CS09
Range Minimum	$120,970
33rd %	$161,290
Range Midpoint	$181,450
67th %	$201,610
Range Maximum	$241,930
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering; 170 Senior VP Research Econ Development
Approved Date:	11/6/2026 12:35:53 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Disciplinary Research

JOB SUMMARY

The Program Manager of Defense & National Security, McCrary Institute, ensures the successful execution of a portfolio of sponsored programs supporting the U.S. Department of Defense (DoD) and the Department of Homeland Security (DHS), including the U.S. Secret Service (USSS). Manages program delivery from initiation through completion, ensuring that projects are delivered on time, on budget, and at high quality while meeting all sponsor requirements. Works under the Director of Program Management, partners with the Senior Technical & Lab Director and technical leads to ensure technical integrity and collaborates with Business Development & Capture to support account growth and new opportunities.

RESPONSIBILITIES

- Serves as the primary execution lead for all assigned DoD and DHS contracts (including USSS).
- Manages program scope, schedule, budget, and deliverables in compliance with sponsor requirements.
- Tracks and reports program status using standardized Program Manager Office (PMO) controls which includes Work Breakdown Structure (WBS), schedules, risk registers, performance metrics.
- Conducts monthly internal reviews and prepare inputs for Quarterly Business Reviews (QBRs) with sponsors.
- Manages subcontractors, partners, and vendors in alignment with contract obligations.
- Works closely with the Senior Technical and Lab Director and technical leads to ensure technical work is delivered to sponsor expectations.
- Coordinates with the Director of Business Development and Capture to identify growth opportunities within the portfolio.
- Provides program execution inputs to proposals, including staffing plans, schedules, and past performance data.
- Maintains strong relationships with DoD and DHS/USSS program officers, contracting officers, and technical sponsors.
- Ensures issues, risks, and changes are communicated promptly to both sponsors and internal leadership.
- Serves as the “face” of McCrary execution for assigned defense and federal accounts.
- Leads project staff assigned to programs within the portfolio. Provides direction, set priorities, and ensure accountability. Mentors junior staff and foster a culture of disciplined delivery and mission focus.

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	in Business, Engineering, Cybersecurity, or related field	and	7 years of	experience managing programs or projects in U.S. government contracting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program-management practices, including scheduling, budgeting, risk management, and reporting.	
Strong communication and briefing skills with experience working directly with federal sponsors.	
Ability to manage multiple projects and deadlines simultaneously.	
Competence in project controls tools (MS Project, Primavera, or equivalent).	
Proven ability to build trusted relationships with government customers.	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

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.