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## Auburn University Job Description

Job Title:	<b>Univ Research Security Off</b>	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	<b>EA08</b>	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

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### Job Summary

Assists in the administration, oversight, and review of federal regulations and Auburn University policies relating to classified research and the control issues required to ensure compliance with regulations.

### Essential Functions

1. Determines and initiates security clearances for personnel requiring access to classified information.
2. Educates and advises cleared employees, students, and consultants of their individual responsibility for safeguarding sensitive but unclassified and classified information.
3. Assists federal agencies during official inspections and investigations concerning the protection of sensitive but unclassified and classified information and initiates administrative action on individuals with regard to culpable individuals responsible for security or export control violations.
4. Conducts formal internal audits of the Auburn University security program between scheduled government inspections ensuring that classified information is stored in one or more GSA approved safes and establishes daily security checks to ensure repositories are secured.
5. Performs unannounced and random inspections of personnel who enter and leave areas with access to classified materials and/or where classified research is conducted to ensure proper safeguarding.
6. Receives, documents, stores, and transmits all classified material sent to or shipped from Auburn University and prepares and disseminates required reports.
7. Verifies level of security clearance for University personnel to attend classified meetings as well as act as couriers of classified materials when necessary.
8. Ensures that foreign national visiting scholars who are invited to work at Auburn University are not on federal denied persons lists.
9. Interfaces regularly with various appropriate internal and external departments and agencies to protect institutional information.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### **Focus of Education**

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Degree in Science, Engineering, Business, Law or related field

#### **Focus of Experience**

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Experience in providing security and control of classified information and/or research

#### **Substitutions 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.

#### **Substitutions 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.

#### **Certification or Licensure Requirements:**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, talking, hearing, .

Job occasionally requires standing, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/14/2014

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