

JOB INFORMATION

| | |
|-----------------------|-----------------------------------|
| Job Code | EE36 |
| Job Description Title | Dir, Research Security Compliance |
| Pay Grade | LC15 |
| Range Minimum | \$105,970 |
| 33rd % | \$137,760 |
| Range Midpoint | \$153,660 |
| 67th % | \$169,550 |
| Range Maximum | \$201,340 |
| Exemption Status | Exempt |
| Approved Date: | 9/23/2024 4:26:21 PM |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Chief Research Security Officer (CRSO) the Director of Research Security responsible for the development and implementation of programs that ensure the university's research activities comply with federal regulations, including export controls and research security mandates. Serves as the Facility Security Officer (FSO) and Insider Threat Program Senior Official (ITPSO), managing the university's classified research portfolio and protecting against foreign influence. Manages the day-to-day operations of the Research Security Compliance Office, ensures compliance with federal security regulations and university policies related to classified research, export control, and controlled unclassified information.

RESPONSIBILITIES

- Directs efforts to identify and mitigate foreign influence risks by working closely with faculty and staff to assess international travel, collaborations, and affiliations. Develops risk mitigation strategies, including training and compliance programs, to safeguard the integrity of the university's research initiatives.
- Manages the classified security program by developing processes for US government-funded research compliance, including reporting, auditing, record maintenance, and training, while ensuring adherence to the National Industrial Security Program Operating Manual (NISPOM), Intelligence Community Directives (ICDs), and other federal regulations.
- Serves as a Subject Matter Expert (SME) by advising university leadership, faculty, staff, and students on unclassified operations, and educating them on safeguarding classified information through presentations, briefings, and internal assessments.
- Conducts internal audits and risk assessments of the university's classified, export control, insider threat, and controlled unclassified information programs between scheduled government audits to ensure compliance with government directives and prepare for external reviews.
- Leads the development and implementation of university-wide foreign travel security and research security training programs, ensuring that all covered individuals receive mandatory training on international travel risks and research security protocols. Establishes and administers system for tracking and reporting high-risk international travel.
- Provides comprehensive oversight and leadership of Auburn University's Insider Threat Program, ensuring its effectiveness in identifying, managing, and mitigating insider threats. Leads the program development, fosters cross-departmental collaboration, oversees risk management, ensures regulatory compliance, guides training efforts, coordinates incident responses, and maintains transparent reporting to university leadership and government agencies.
- Performs other related duties as assigned by supervisor.

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 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 | |
|-----------------|--|-----|---------------------|--|----|
| Master's Degree | Business Administration, Public Administration, Political Science, Business Law, Cyber, Information Security, Engineering, Legal, International Studies, or related field. | and | 8 years of | Experience in intelligence, counterintelligence, or information security. Experience in management, training, compliance, and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability. | Or |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|--|
| Advanced 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 ability to mentor and lead Research Security Compliance personnel. | |
| Experience working in an organization with integrated, cross-functional work teams is necessary. | |
| 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 | |
|-------------------------|---|------------|------------------|-----|
| | Must be a U.S. citizen with a current U.S. government Top Secret security clearance or have a current U.S. government Secret security clearance with the ability to obtain a U.S. government Top Secret security clearance. | Upon Hire | Required | And |
| | Completion of Defense Counterintelligence and Security Agencies Facility Security Officers Course for Possessing Facilities. | Upon Hire | Required | |

REQUIRED PRE-EMPLOYMENT 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 | | | | | |
| 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.