
Auburn University Job Description

Job Title: **CUI Manager**

Job Family: No Family

Job Code: **HC94**

Grade RE12 \$79,800 - \$143,600

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. Directs AU researchers and administrators with the development of processes and procedures to execute the implementation of CUI security standards.
4. 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.
5. Protects CUI and its infrastructure from both external and internal threats.
6. Performs other related duties as assigned by supervisor.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	General
Experience (yrs.)	12	Direct relevant experience in information security; eight (8) years experience must be in management, training, and compliance of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

- 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.

Certification or Licensure Requirements

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.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and

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lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/8/2020
