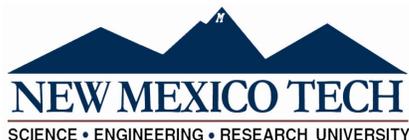


Posted: November 7, 2022



POSITION ANNOUNCEMENT

TITLE: INDUSTRIAL SECURITY PROGRAM MANAGER

DEPT: COMPLIANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$105,000-\$125,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This is an intermediate to expert level technical specialist position in a research compliance division, and supports one or more functional areas of Industrial Security and Export Control management programs for the University. This position serves as Facility Security Officer (FSO), and oversees a security team across multiple locations and programs. Assesses security threats to the University and implements appropriate strategies and countermeasures. Reviews and analyzes data and devises risk minimization programs. Participates in a campus-wide regulatory compliance program. May serve as the University's representative to community and government agencies for industrial security matters. Creates, develops and delivers resources for security programs. May serve as alternate Contractor Special Security Officer (ACSSO) or Site Security Manager (SSM).

JOB FUNCTIONS:

Oversees compliance programs related to 32 CFR 117 (NISPOM) and other relevant regulations, rules, guidance and manuals. 10%

Guides, trains, leads, and supervises the work of a diverse team of staff involved in one or more facets of the University's Industrial Security, Export Control and other related security programs; provides training and mentorship to assigned staff and/or to internal and external constituencies on areas of expertise. 20%

Designs, creates and delivers security related training including, but not limited to: Security Awareness Training, Insider Threat Training, Facility Security Officer/Information System Security Manager/Information System Security Officer Training. 15%

Provides review, and guidance and counsel related to security threats, suspicious activities, and special security information; oversees risk mitigation and ensures appropriate strategies and countermeasures are executed. 10%

Assists in the development of, and establishes university policy and procedures; monitors and evaluates program effectiveness; implements changes required for improvements; may assist in designing, establishing, and maintaining organizational structure and staffing to effectively accomplish the organization's goals and objectives. 5%

Manages sensitive security records, databases and reporting; performs and coordinates security inspections, investigations and surveys; may oversee specific industrial security functions of remote facilities. 10%

Initiates, manages, maintains reporting data and shepherds actions for personnel requiring security clearances (e.g. tracks and maintains security clearances in DISS or other systems and maintains security personnel records; establishes and conducts security education, processes SCI eligibility, nomination, and polygraph requests; and manages, investigates, and reports SCI security violations/infractions to the appropriate corporate and/or government agency). 10%

Oversees document security protocols including, but not limited to: creation and marking, safeguarding and accountability, transmission and receipting, reproduction and destruction, retention, information management system requirements. 10%

Represents the organization to regents/faculty/staff/students and may serve as a security liaison between the university and governmental agencies and investigative organizations in specific Industrial Security and/or Export Control matters. 5%

Performs miscellaneous job-related duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Master's Degree in any field, Two (2) years of relevant experience in addition to Bachelor's degree may be substituted for a Master's degree. Demonstrated experience using NISS and DISS. Proficiency in the use of MS Office. Experience with NISPOM. 10 years direct experience. Current TS Security Clearance. US Citizenship (required for Security Clearance eligibility). Valid NM Driver's License.

DESIRED QUALIFICATIONS:

Industrial Security Professional (ISP) Certification. 5 Years Management experience. CSSO Certification. Current TS/SCI Security Clearance.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 20%	Sitting 60%	Walking	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu