

Posted: May 17, 2022



RE-OPEN 5/17/22
POSITION ANNOUNCEMENT

TITLE: SPECIAL SECURITY OFFICER/ SITE SECURITY MANAGER
DEPT: COMPLIANCE & SAFETY

REG TEMP FULL TIME PART TIME

STARTING RATE or SALARY RANGE \$95,500-\$115,500

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 DUTIES:

This is a senior level technical specialist position in a research compliance division, that oversees one or more functional areas of industrial security programs for the University. Serves as Special Security Officer (SSO) or Contractor Special Security Officer (CSSO). Develops, implements, and administers Sensitive Compartmented Information (SCI) security policies and procedures for classified/proprietary materials, documents, and equipment. 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. Serves as Site Security Manager (SSM). May serve as Alternate Facility Security Officer (AFSO). Possesses a high level of understanding and is able to implement security requirements applied to SCI operations under minimal supervision. This position is contingent upon contractual funds and is limited in term to 2 years, with the possibility of renewal.

REQUIRED QUALIFICATIONS:

Bachelor's degree required *OR* Four (4) years of relevant experience may be substituted for a Bachelor's degree. Active Top Secret security clearance with SCI eligibility and an investigation within 6 years required. Demonstrated experience using NISS and DISS required. 10 years of relevant experience required. Proficiency in the use of MS Office required. Experience with NISPOM required. CSSO Certification or Direct Experience required. Industrial Security Professional (ISP) Certification desired. US Citizenship (required for Security Clearance eligibility) required. A valid NM Driver's License required.