

Posted: February 21, 2024



POSITION ANNOUNCEMENT

TITLE: INDUSTRIAL SECURITY SPECIALIST
DEPT: PLAYAS RESEARCH & TRAINING CENTER

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE Negotiable

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.

****Located in Playas, NM**

JOB SUMMARY:

This is an entry to mid-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 under general supervision. Assesses security threats to the University and implements appropriate strategies and counter measures. 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 a Facility Security Officer (FSO), assistant FSO, Contractor Special Security Officer (CSSO) or assistant CSSO. Located at Playas Research & Training Center in Playas, NM.

JOB FUNCTIONS:

Coordinates one or more facets of the University's Industrial Security, Export Control and other related security programs.	30%
Monitors security threats, gathers information and reports suspicious activities; Conducts risk mitigation and plans appropriate strategies and countermeasures.	15%
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.	10%
Recommends, participates in the development of, and establishes university policy and procedures; monitors and evaluates program effectiveness; implements changes required for improvements.	5%
Serves as an advisor, as needed, on security management issues related to the design and construction of physical facilities.	5%
Manages sensitive security records, databases and reporting; performs and coordinates security inspections, investigations and surveys.	20%
May oversee specific industrial security functions of remote facilities.	5%
Participates in the development of strategies and programs for departmental use.	5%
Performs miscellaneous job-related duties as assigned.	5%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Any area of study. Four (4) years of relevant experience may be substituted for a Bachelor's degree. Preference given to degree-holding candidates. Demonstrated experience using NISS and DISS. Proficiency is the use of MS Office. Experience with 32 CFR 117 (NISPOM). Facility Security Officer

(FSO) Certificate within the first 6 months. Current TS Security Clearance. 6 months direct experience. 1-3 years related experience. Current TS Security Clearance. US Citizenship (required for Security Clearance eligibility). A valid NM Driver's License.

DESIRED QUALIFICATIONS:

Current TS/ SCI clearance with full scope polygraph, if required.

LIFTING REQUIREMENTS:

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

0 - 15 pounds	<input type="radio"/>
15 - 30 pounds	
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

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

Apply to: nmtjobapps@npe.nmt.edu