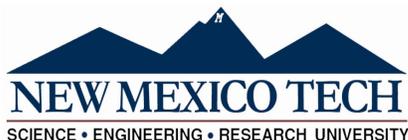


Posted: August 25, 2023



POSITION ANNOUNCEMENT

TITLE: ISS (TBD)/CYBER KINETIC ENVIRONMENT COORDINATOR

DEPT: RESEARCH/ PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$55,000-\$80,000

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: September 5, 2023* 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 a technical specialist position (level to be determined based on experience) in the research compliance division. This position supports the PEACE project and functional areas of industrial security and export control management programs for the University at the Playas Research and Training Center in Playas, NM. 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 Facility Security Officer (FSO) at Playas Site and may serve as Assistant Contractor Special Security Officer (ACSSO). Assists Cyber Kinetic Environment Manager as the Environment Coordinator at the Playas site.

JOB FUNCTIONS:

Serves as the Facility Security Officer for the Playas site.	17.50%
Serves as the project coordinator at the Playas site.	17.50%
Coordinates one or more facets of the University's Industrial Security, Export Control and other related security programs.	5%
Monitors security threats, gathers information and reports suspicious activities; Conducts risk mitigation and plans appropriate strategies and countermeasures.	5%
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%
Recommends, participates in the development of, and establishes university policy and procedures; monitors and evaluates program effectiveness; implements changes required for improvements.	10%
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.	10%
May oversee specific industrial security functions of remote facilities.	5%
Performs and coordinates security inspections, investigations, and surveys.	20%
Participates in the development of strategies and programs for departmental use.	20%
Performs miscellaneous job-related duties as assigned.	20%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area of study. Proficiency is the use of MS Office. Communication Skills – Must be able to communicate effectively (written and verbal). Analytical Ability – Must be able to adapt the research methodologies being developed at the institute to the problems, both current and emerging, that the institute's customers are facing. Problem Solving – Must be able to contribute to the solutions developed to address the strategic challenges facing the institute. Interpersonal Skills – Must be able to work with a team from various backgrounds and multiple disciplines. Bilingual. US Citizenship (required for Security Clearance eligibility). Current or eligible to hold a TS/SCI Security Clearance. Valid NM Driver's License. A pre-employment drug screen upon hire.

DESIRED QUALIFICATIONS:

Demonstrated experience using NISS and DISS. Experience with NISPOM. FSO certificate. Current TS/SCI Security Clearance. Prior military experience.

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 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu