

Research Security Manager
Stevens Institute of Technology

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Posted Mar. 7, 2025, set to expire Aug. 24, 2025

Job Title Research Security Manager
Department Research Compliance
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Mar. 7, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Legal
Research

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Research-Security-Manager_RQ28853-2

Apply By Email

Job Description

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Reporting to the Director for the Office of Research Integrity and Compliance, the role of the Research Security Manager / FSO encompasses oversight of the University's research security program and the responsibilities of a Facility Security Officer. This entails guaranteeing the institution's adherence to U.S. regulations that pertain to security-sensitive or security-restricted sponsored research. These responsibilities span various aspects, such as data, personnel, facility security, and compliance with 32 CFR Part 117 (NISPOM) and NSPM-33.

The Research Security Program covers research security, export controls, and foreign influence. The Research Security Manager will support the Director for Research Integrity and Compliance in the

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execution of a comprehensive research security program with a primary focus on research security and foreign influence. They work with faculty and researchers to assist them with compliance in these areas. The Research Security Manager will back-up the Director in other areas of the research security program (i.e., Export Control).

Specific Duties & Responsibilities:

Research Security and Foreign Influence:

- Maintain and manage Facility Clearance Level (FCL) portfolio, ensuring compliance with all relevant regulations and guidelines.
- Manage all aspects of the National Industrial Security Program (NISP) and other related security activities.
- Conduct security incident investigations and reporting, handling administrative inquiries and conducting investigations of non-compliance.
- Maintain insider threat programs, as well as, ensuring all staff meet annual recertification requirements.
- Process classified visit requests and certifications.
- Prepare and maintain all facilities (and personnel) for favorable USG audits and inspections.
- Develop, create, and update university policy and procedures.
- Develop, update, and deliver training to the campus on research security, and related regulatory issues.
- In coordination with the Director, drive the development of a certified Research Security program in alignment with federal regulations, including the Chips and Science Act, NSPM-33 and additional emerging requirements.
- Review international visiting scholar (J-1 or H-1B) requests that come through Visa and Immigration Services.
- Review visitor requests (other than University-sponsored international visitors). Coordinate with academic departments, Human Resources, and the Office of General Counsel as needed.
- Review international travel requests. Review to include compliance with U.S. sanctions, technology export concerns, foreign influence, and security risks. Advise travelers.
- Collaborate with researchers, Division of Information Technology, other OVPRI and university offices to implement IT and physical safety plans for higher risk research activity.
- Assist the Director of Research Integrity and Compliance with the drafting and monitoring of Technology Control Plans and OPSEC Management Plans.
- Review grant proposals for compliance with federal sponsor foreign engagement criteria (i.e., foreign components, collaborators, subgrantees).

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- Promote compliance with regulations by working with departments and researchers through outreach activities/trainings.
- Perform other duties as assigned by the supervisor.

Required Qualifications:

- An active TS Clearance
- Bachelor's degree and 5+ years of relevant experience
- 5+ years of increasing industrial security and FSO responsibilities experience
- Must have extensive knowledge of National Industrial Security Program Operating Manual (NISPOM)
- Previous experience in Industrial Security and/or government contracts
- Strong organizational and written/verbal communication skills
- Experience with USG Information Systems (NISS/DISS/NBIS/eAPP) and legacy systems
- Experience with compliance in a research intensive, highly decentralized higher education organization preferred

Department

Research Compliance

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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