

Class Code:.....0456  
Position#:..(PSA).....  
Developed by:.....TK  
Reviewed by:.....LK/SG  
Approved by:.....LK  
Date:..... 11/09

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, NUWC Student Service Center/Contracts and Facility Security

**DIVISION:** Academic Affairs (College of Engineering)

**REPORTS TO:** PI/Director URI NUWC Service Center

**GRADE:** 9

**SUPERVISES:** Support staff, interns, student workers

**BASIC FUNCTION:**

Under the supervision of the Director of the University's NUWC Student Service Center, be responsible for the day-to-day administration of all security measures necessary for implementing Federal requirements related to the maintenance of the University's facility clearance for classified information at the institution, including its off-site locations (e.g., Narragansett Bay Campus). Under the direction of the Center's Director, provide day-to-day oversight for all issues relating to industrial security, and be responsible for the day-to-day administration and management of a multi-million dollar contract for the URI/NUWC Student Service Center. Assist in establishing and modifying the procedures needed to achieve the objectives of the contract, and in organizing the support services. On an on-going basis, maintain contact with participating institutions of higher education and with NUWC.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintain personnel security folders and logs documenting all security clearance requests, transfers and maintenance, as well as terminations of security clearance.

Process requests for personnel security clearances for staff and student contractors employed, through the University, at Federal Government installations.

Obtain, maintain, and terminate personnel security clearances issued to those University employees working on contracts for the US Government.

Serve as Facility Security Officer (FSO) upon approval by DSS and DISCO.

Track security clearance investigations and perform administrative functions, including utilizing the Joint Personnel Adjudication System (JPAS).

Provide guidance and instruction to employees to ensure proper completion of security paperwork, including the processing of fingerprint cards submitted to the Defense Industrial Security Clearance Office (DISCO) for FBI validation.

Maintain eligibility and access-related records, and submit timely reports on changes affecting employee eligibility and/or access.

Review required forms, and process and screen security forms (SF86) for various background investigations, reviewing the associated paperwork for completeness and accuracy; submit the same via the e-QIP system. Initiate security access for eligible employees.

Brief new employees working on federal government contracts regarding the security process, and debrief departing employees.

Monitor member listing for the Board of Governors for Higher Education (BOGHE), verify the security clearance of key University management personnel, and maintain all facility clearance records.

Participate in the annual government facility security review.

As required by the University's Research Office, review Department of Defense Contract Security Classification Specification forms (DD-254) for all classified University contracts.

Exercise control and supervision over the receipt, storage, and transmission of classified information at the University, including the Narragansett Bay Campus, ensuring compliance with applicable federal government directives/regulations.

Oversee the COMSEC account and act as Alternative COMSEC custodian, with responsibility for inventorying and securing materials and equipment in the event of emergencies, such as natural disasters or hostile situations.

Process visit/access requests for students and faculty.

Serve as administrator of the University's central contractor registration account, maintaining the University's Commercial and Government Entity Code. Keep up with related training.

Keep records of time and payments for the NUWC delivery contract, and organize the related record-keeping procedures.

Act as liaison between the University's Grant and Contracts Department and NUWC, providing fiscal coordination for the contract.

Assist in the recruitment of students into the program, including attending campus job fairs to promote the internship program. Process the related hiring paperwork, and maintain the student personnel and payroll records. Verify students' continuing eligibility for the program. Make related travel arrangements for students. Serve as liaison between the NUWC Contracting Officer's Representative (COR) and students working under this program.

Create and maintain ledgers for each contractual task order. Obtain approval signatures from Grant and Contract Accounting on bilateral contract modifications. Prepare and submit invoices.

Serve as the University's representative for the annual Contractor Performance Assessment Report (CPARS).

Assist with the development of the annual contract budget. Run monthly expense, encumbrance, and other financial reports for evaluation and review. Assist the Director in the preparation of contract proposals.

Order and maintain an inventory of office supplies.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned by the Director.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management, and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Bachelor's degree; minimum of two years of increasingly responsible administrative experience at a research institution, preferably a university; US citizenship; strong administrative and organizational skills; demonstrated ability to work independently, take initiative, and to follow up on assignments; strong interpersonal skills, as well as effective verbal and written communication skills; ability to organize, coordinate, and supervise students; knowledge of and experience working with the NISPOM and Department of Defense security policies and procedures; proficiency with Microsoft Office (Word, Excel, Access). Must have, or applied for, US Government Security Clearance at the Secret level. Must have had, or take within one year of appointment, the "FSO Program Management Course for Possessing and Non-Possessing Facilities."

**Preferred:** Certification for access to EDA Navy Contract System; certification/training in "JPAS/JCAVS for Security Professionals," and "COMSEC Custodian Training."

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**