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## Auburn University Job Description

Job Title:	<b>Coord, Export Control</b>	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	<b>EA87</b>	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-exempt		

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### Job Summary

Monitors, reviews, and evaluates the license applications required by export control regulations as well as educates and offers guidance to faculty with understanding and managing their obligations to comply with regulations, statutes, and policies.

### Essential Functions

1. Assists in the development and implementation of an export control program that is compliant with federal statutes and regulations related to deemed export, physical export and international travel.
2. Submits license applications as applicable prior to allowing Non-US persons access to export controlled information or technology.
3. Educates and supports faculty, staff, and students regarding their obligations for protection of export controlled information, technology, or space through various forms of presentations, briefings, or inspections.
4. Evaluates forms and documents to determine if foreign visitors will have access to export controlled information, technology or space while they are participating in Auburn University sponsored programs or programs located in Auburn University facilities.
5. Ensures that foreign national visiting scholars who are invited to work at Auburn University are not on a federal denied persons lists.
6. Assists the University Research Security Officer in monitoring accountability for export control documents and equipment in accordance with regulations.
7. Works with the Office of Sponsored Programs evaluating proposals and awards as needed when export control regulations and requirements are present.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	High school diploma or equivalent plus 4 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	High school diploma or equivalent plus 6 years experience.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent plus 4 years experience.

**Level II** High school diploma or equivalent plus 6 years experience.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

Experience in Facility Security Officer, Contract and Grants, or as a paralegal

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

Individual must be a U.S. citizen and be able to obtain security clearance.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, reaching, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/29/2016

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