
Auburn University Job Description

Job Title:	Spec, Export Control	Job Family:	No Family
Job Code:	HC88	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

Job Summary

Provides guidance and advice to personnel on the application of US Government export control regulations including the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Office of Financial Assets Control (OFAC), and other government agencies. This position requires extensive knowledge and application of ITAR, EAR, OFAC, and other regulations for the preparation, implementation and management of export licenses, Technology Control Plans (TCP), and export compliance processes, procedures, and best practices. This position has oversight and reporting responsibilities to the University and government agencies.

Essential Functions

1. Educates and informs staff, faculty, and students on their obligations for the protection and safeguarding of export controlled technology through various forms of presentations, briefings, or inspections on a consistent basis. Researches and develops informative training and educational material related to export control compliance to assist the AU community in understanding the regulations.
2. Assists unit management in the development, coordination, and implementation of a rapidly expanding export control program that ensures Auburn University's compliance with US government statutes and regulations related to deemed exports, physical exports, and international matters. Utilizes governmental resources as well as academic peers to develop successful tools to support the long-term growth and expansion of the export control program.
3. Determines if contracts/agreements are available to use an exemption/exception for fundamental research. When required, submits license applications as applicable prior to allowing non-US persons access to export controlled technology.
4. Evaluates forms and documents to determine if foreign visitor will have access to export controlled technology while they are participating in Auburn University sponsored programs or programs located in Auburn University facilities.
5. Coordinates with the Office of Sponsored Programs (OSP)/Innovation Advancement and Commercialization (IAC) assessing proposals, agreements, and contracts to determine if export control or security program requirements are present.
6. Develops processes and procedures to oversee the implementation of export control requirements, while also working with AU researchers and administrators.
7. Interprets and implements extensive government controlled unclassified security requirements in the export control program for Auburn University. Develops key processes and procedures to ensure the overall success and compliance of the export control program regarding the government requirements through reporting, auditing, training, and other means of accountability.

Supervisory Responsibility

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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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Degree in Business Administration, Political Science, Business Law or related field.
Experience (yrs.)	4	Experience with the application of numerous government Export Control regulations, statutes and policies, Controls and Grants, or paralegal training. Experience shows progressively increasing levels of responsibility and accountability.

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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knows fundamental procedures in governmental security programs.

Certification or Licensure Requirements

Must be a U.S. Citizen and able to obtain a Top Secret Security Clearance.

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, climbing or balancing, and lifting up to 25 pounds.

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

Date: 11/19/2018
