



JOB INFORMATION

Job Code	EA87
Job Description Title	Export Control Manager
Pay Grade	LC12
Range Minimum	\$72,170
33rd %	\$91,410
Range Midpoint	\$101,030
67th %	\$110,650
Range Maximum	\$129,900
Exemption Status	Exempt
Approved Date:	11/4/2024 3:54:13 PM

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Compliance

JOB SUMMARY

Develops, implements, and maintains the university's export control policies and procedures to ensure compliance with federal regulations such as International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR). Conducts reviews and assessments of research projects and contracts, develops technology control plans (TCP), serves as the subject matter expert (SME) on export controls, provides guidance to university leadership, and delivers training programs to help ensure adherence to export control regulations while maintaining thorough compliance records.

RESPONSIBILITIES

- Creates, coordinates, and maintains records of export license applications, technology control and operational security plans, and other export control issues. Monitors restricted projects and ensures compliance with university measures. Coordinates compliance efforts with other university departments and supports the development of short and long-term strategies for export compliance initiatives.
- Assesses research projects, proposals, contracts, and other agreements for export control applicability. Conducts reviews, investigations, and audits to ensure adherence to regulations and internal policies. Performs restricted party screenings and assists in the assessment and investigation of foreign research activities.
- Acts as the central SME on export control matters, providing guidance and recommendations to senior leadership including and various university departments. Serves as the primary contact for internal and external inquiries regarding export controls and compliance.
- Designs and implements comprehensive export compliance training programs. Disseminates critical information and develops educational resources to raise awareness of export control issues within the university community.
- Designs, implements, and maintains comprehensive export control policies and procedures that comply with federal regulations such as ITAR and EAR. This includes continuously monitoring and updating policies to ensure compliance.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Business Administration, Public Administration, Political Science, Business Law or related field.	and	4 years of	Experience with the application of numerous government Export Control regulations, statutes and policies; US Government Security policies and regulations; Controls and Grants; or paralegal training.	Or
Master's Degree	Business Administration, Public Administration, Political Science, Business Law or related field.	and	2 years of	Experience with the application of numerous government Export Control regulations, statutes and policies; US Government Security policies and regulations; Controls and Grants; or paralegal training.	Or
High School Diploma		and	6 years of	Experience with the application of numerous government Export Control regulations, statutes and policies; US Government Security policies and regulations; Controls and Grants; or paralegal training.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of US government security policies, regulations, and procedures to include the implementation and management of compliance processes, procedures, and best practices	
Knowledge of risk assessment and management processes and standards	
Strong written and verbal communication skills	
Strong interpersonal skills	
Ability to build professional relationships with a wide range of constituencies in a culturally and intellectually diverse organization	
Ability to identify problems, analyze courses of action, and propose solutions	
Ability to successfully handle sensitive discussions with discretion, strong personal ethics commitment, and sound judgment	
Ability to convey goals and objectives clearly and in a compelling manner	
Ability to listen effectively and clarify information as needed	
Ability to produce clear status reports	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Other	Must be a U.S. Citizen	Upon Hire	Required	
Other	Must be able to obtain and maintain a U.S. Government Security Clearance	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT SCREENINGS

Security Clearance

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				10 lbs
Climbing	X					
Stooping/ Kneeling/ Crouching	X					
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.