AUBURN
Human Resources

# Export Control Manager

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | EA87 |
| Job Description Title | Export Control Manager |
| Pay Grade | LC12 |
| Range Minimum | $76,560 |
| 33rd % | $96,970 |
| Range Midpoint | $107,180 |
| 67th % | $117,390 |
| Range Maximum | $137,800 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 170 Senior VP Research Econ Development |
| Approved Date: | 11/4/2024 3:54:13 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## 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 to 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 | |
|---|---|---|---|---|---|
| Master's Degree | Business Administration, Public Administration, Political Science, Business Law, Sociology, 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; Contracts and Grants; or paralegal training. | Or |
| Bachelor's Degree | Business Administration, Public Administration, Political Science, Business Law, Sociology, 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; Contracts and Grants; or paralegal training. | Or |
| High School Diploma or GED | | and | 6 years of | Experience with the application of numerous government Export Control regulations, statutes and policies; US Government Security policies and regulations; Contracts and Grants; or paralegal training. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| 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/ONGOING SCREENINGS

Security Clearance

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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.