AUBURN
Human Resources

Spec, Export Control

Job Description

JOB INFORMATION

Job Code	HC88
Job Description Title	Spec, Export Control
Pay Grade	LC07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/19/2018

JOB FAMILY AND FUNCTION

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

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- Develops processes and procedures to oversee the implementation of export control requirements, while also working with AU researchers and administrators.
- 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.

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

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

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	
Some college; vocational or Associate's Degree	Degree in Business 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, Controls and Grants, or paralegal training. Experience shows progressively increasing levels of responsibility and accountability.	

Substitutions Allowed for Education	Yes

Substitution 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental procedures in governmental security programs.	

MINIMUM LICENSES & CERTIFICATIONS

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

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					
Climbing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.