University of Florida

The University of Florida is seeking to fill the position of Assistant Director, Compliance.The Assistant Director has day-to-day responsibility for carrying out the Division of Research Compliance (DRC) function as it relates to Export Control Compliance and other areas of compliance as assigned, including Power of Attorney to execute internal and external documentation as necessary to fulfill DRC’s mission. The Assistant Director will be cross trained in the Conflict of Interest (COI) policies and procedures. The Assistant Director will act in accordance with the policies and procedures established by DRC and will assure that those actions are coordinated with the Director of Research Compliance and the Office of Research as it relates to matters of research compliance policy and research policy, in general. The Assistant Director is also responsible for the co-supervision of the Program Assistant staff, including all related supervisory duties.

The Assistant Director is responsible for developing, implementing and monitoring Technology Control Plans (TCP), Technical Assistance Agreements, licenses and exemptions/exceptions; creating University of Florida (UF) export control forms and checklists; developing and implementing export controls training programs for faculty and staff; reviewing research projects, Office of Technology Licensing disclosures, Material Transfer Agreements and other UF efforts for export control issues; developing UF guidelines, policies and procedures related to export controls in collaboration with other offices.

The Assistant Director is responsible for drafting and developing for submission by the Empowered Official International Traffic in Arms Regulations (ITAR) licenses (i.e., DSP-5, DSP-61, and DSP-73 applications) Technology Assistance Agreements; Advisory Opinions and Directorate of Defense Trade Controls registration packages. The Assistant Director is also responsible for developing and submitting commodity jurisdictions, commodity classifications and Export Administration Regulations (EAR) license applications as well as being the UF SNAP-R Account Administrator for Export Administration Regulations related activities.

The Assistant Director is responsible for keeping abreast of internal and external research compliance developments and regulations, including but not limited to ITAR, EAR, Office of Foreign Assets Control (OFAC) embargoes and sanctions regulations, Department of Energy 10 CFR Part 810, Assistance to Foreign Atomic Energy Activities, Department of Energy 10 CFR Part 110 Export and Import of Nuclear Equipment and Material, Automated Export System, and other regulations and other compliance issues to ensure that the University’s ability to effectively comply with applicable statutes, laws, and regulations as well as to determine their impact on the university research and other efforts.

The Assistant Director is responsible for co-supervising the Program Assistant assigned to Export Controls and assisting the Director of Research Compliance in managing the day-to-day operations of the Division as well as supervising other office staff as needed.

The Assistant Director is responsible for the export control outreach efforts; authoring both the export control newsletter and content for the export control webpage; leading the annual review of active TCPs; as well as the DRC liaison for internal and external audits/reviews of the UF Export Control compliance program.

The Assistant Director participates in the compilation of data required for analysis and reporting needed by the Director of Research Compliance, the Vice President for Research, and others in Office of Research. The Assistant Director also identifies and track metrics for ascertaining the status of the Export Control Compliance Program.

The Assistant Director leads the UF Export Control Working Group (UFECWG) which consists of other university colleges, departments and divisions (i.e., Asset Management, Purchasing, College of Engineering, Office of Technology Licensing, General Counsel, Environmental Health and Safety, etc.). The UFECWG is tasked with developing and monitoring organization specific policies and procedures necessary to comply with rules, regulations and statutes pertaining to export controls as well as OFAC embargoes and sanctions.

The Assistant Director leads special projects and ad hoc regulation reviews related to Division of Research Compliance and/or Office of Research and agency specific compliance issues.

The Assistant Director represents DRC at regional and national meetings of Export Control organizations.

The Assistant Director acts as a liaison/consultant to DSP providing assistance as needed in regards to contract language.

**Work Schedule:** Monday – Friday, 8am – 5pm.

**Minimum Requirements:** Master’s degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor’s degree in an appropriate area of specialization and four years of appropriate experience.

**Preferred Requirements:**

•Export Control experience/background required

• Academic work experience highly preferred

•Science/Engineering background preferred

•The Assistant Director should have the ability to function under highly stressful circumstances and interact cordially with co-workers at all times.

•The incumbent must have managerial experience in order to be effective in the performance of these job duties.

**Compensation:**  Salary commensurate with experience.

**Application Instructions**

To review posting & apply see [**http://jobs.ufl.edu**](http://jobs.ufl.edu), requisition # 0907571. A background investigation will be conducted that includes verifying prior employment, education, and criminal history. Deadline to submit application: February 19, 2015. Review of applications will begin immediately and continue until the position is filled. The University of Florida is an equal opportunity institution dedicated to building a broadly diverse and inclusive faculty and staff. The selection process will be conducted in accord with the provisions of Florida’s ‘Government in the Sunshine’ and Public Records Laws. Search Committee meetings and interviews will be open to the public, and applications, resumes, and other documents related to the search will be available for public inspection. If accommodation due to a disability is needed to apply for this position, please call (352) 392-2477 or the Florida Relay Service at 1-800-955-8771 (TTY) or visit www.ftri.org/FloridaRelay.