

Job Description

Director, Office of Research Security

Position Function:

The Director of the Office of Research Security leads all research security and export control compliance activities for the University. This individual has the responsibility and authority to establish, implement, maintain and update the research security and export control programs to ensure these programs are in compliance with Department of Defense National Industrial Security Program, the Department of Commerce Export Administration Regulations, the Department of State International Traffic in Arms Regulations, the Department of the Treasury Office of Foreign Assets Controls and other applicable laws and regulations governing these areas.

Essential Duties and Responsibilities:

- Act as the Facility Security Officer providing the management and oversight that is required of the university as part of the National Industrial Security Program which is administered on behalf of the U.S Government by the Department of Defense.
- Ensure that the university is in compliance with, and follows, all of the security requirements for facilities, personnel and information as stated in the National Industrial Security Program Operating Manual (NISPOM), other U.S. Government agencies and all applicable security regulations and guidelines.
- Act as Insider Threat Program Senior Official (ITPSO) having the authority to provide management, accountability and oversight to effectively implement and manage the requirements of the Insider Threat Program for the university.
- Act as the university liaison with the Defense Security Service, Federal Bureau of Investigation or any other federal agency in regard to research security and counterintelligence related matters.
- Develop and administer the Export Control and Compliance Program for the university in coordination with the Office of Research and Economic Development and the Office of General Counsel to ensure compliance with the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Office of Foreign Assets Controls (OFAC), the Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFARS) and other applicable U.S. Government laws and regulations.
- Act as the Empowered Official for university for licensing and registration requirements under all applicable EAR, ITAR, OFAC and other federal regulations governing export control.
- Work with the Vice President of Research and Economic Development and the Associate Vice President for Research to develop, write and maintain university policy requirements for export control and research security.
- Develops and provides training and guidance to all faculty and staff on export control and research security related activities and matters.

- Acts as the university liaison with Departments of Commerce, State and Treasury or any federal agency in regard to export control related matters.
- Performs related duties as assigned by the Vice President of Research and Economic Development and the Associate Vice President of Research.
- Position has personnel supervisory responsibilities.

Minimum Qualifications:

- Must be a U.S. citizen
- Must be able to obtain a U.S. Government security clearance equal to the facility security clearance of the university.
- A Bachelor's degree in criminal justice, security or a technical field
- Four years of experience in a related field
- Knowledge of federal regulations and agency requirements

Preferred Qualifications:

- Export control and security management, classified and unclassified, in a major research university setting.
- Industrial Security Professional (ISP), Certified Protection Professional (CPP) or related security certification are desired but not required.

Knowledge, Skills and Abilities:

1. Demonstrated experience in the area of export control regulation.
2. Knowledge of Federal regulations, including those pursuant to EAR, ITAR and OFAC.
3. Demonstrated experience developing policies, programs, training, and managing compliance programs.
4. Excellent communication and interpersonal skills.
5. Demonstrated ability to work effectively at all levels in an organization and as a team member.
6. Demonstrated ability to work independently with minimal oversight or direction.

WORKING CONDITIONS AND PHYSICAL EFFORT:

1. No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.
2. Frequent – 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; irregular hours may be required; meeting of deadlines and coordination of related activities are key to position; involves conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

3. Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands.
4. Job requires standing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.
5. Vision requirements: Ability to see information in print and/or electronically.