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**Position Description: Director, Export Control and Research Security**

**Background**

Clemson University, one of the country’s leading academic and research institutions is seeking an experienced Director of Export Controls and Research Security. The position will report to the Vice President for Research and play an integral role in the strategic expansion of research security infrastructure across the University, partnering closely with other senior leadership teams and the Office of the President. The Director will manage staff to oversee export compliance for the entire University; serve as Clemson’s Empowered Official under the ITAR regulations; coordinate export control and data security solutions with the Office of Sponsored Programs and Clemson Computing and Information Technology (CCIT); interface with/and or serve as the University’s Facility Security Officer (FSO) on classified contracts; enhance foreign influence and research security strategies; and assist faculty and staff to comply with all pertinent laws and regulations including but not limited to the EAR, ITAR, OFAC regulations, and related regulations (e.g. NDAA, DOE, Foreign Trade Regulations, U.S. Customs, etc.).

**Specific Responsibilities**

Export Control and Trade Sanctions

Further develop, implement, and maintain all core export compliance procedures informing academic, research and operational activities: procedures would include (but are not limited to) the following:

* Restricted party screening
* International shipping: export classification; preparation of license authorizations; license exceptions
* Deemed Export reviews (foreign national visa programs) in relation to lab research facilities; industry and service contracts; and procurement program
* Grant and contract reviews for export control requirements and coordination of data security requirements with export control solutions; MTA and NDA reviews
* Technology Control Plans to address publication and citizenship restrictions
* Preparation of CCATs, CJs, and other U.S. Government submissions
* Visitor reviews vis-a-vis export-sensitive laboratories and facilities
* Technology transfer reviews for IP commercialization purposes
* Analysis of international agreements and inter-institutional teaming opportunities
* International travel reviews
* OFAC-governed transactions under the SDNL, CACR, ITSR and other sections
* Other areas: restrictions pertaining to High Performance Computing administration, controlled biologics, and on-line distance education/international students
* Interface with U.S. Government export control agencies as needed.

Empowered Official Responsibilities (EO)

* Serve as Clemson’s EO on all ITAR-related matters, including but not limited to preparing and submitting export license applications and advising on ITAR regulations.

Training and resource development

Further develop Clemson’s capabilities in the following:

* Faculty and staff training (in person and virtual)
* Resource development (website and other platforms)

Foreign Influence/Research Security

* Assist Clemson in further developing its strategies to address foreign influence and research security, including Task Force development, coordination of key stakeholders, recommending preventive measures, and monitoring progress
* Assist with the development of policy and procedure related to faculty disclosure of foreign affiliations
* Partner with faculty and staff to support an understanding of vulnerable areas
* Update senior leadership on all federal and state regulatory initiatives pertaining to foreign influence concerns
* Create internal web-based informational resources

Data security coordination

Partner closely with Clemson’s CCIT Computing team to proactively address contracts with publication and data security provisions, including informing requirements under DFARS 7012, 7019, 7020, CMMC framework, and CUI/CDI identification.

Classified Program

Partner with/serve as Clemson’s FSO to coordinate export control parameters on Classified contracts and Insider Threat Protection program.

**Required Professional Qualifications and Work Experience:**

* Proof of U.S. Citizenship (as position requires access to export controlled technical data)
* Five to seven years of export control and related experience in an academic research institution
* Demonstrated ability to interpret and apply federal regulations as they pertain to an academic, research and business operations
* Demonstrated ability to interact with faculty, staff and students in a highly diverse, multicultural environment
* Ability to simultaneously manage multiple work demands, prioritize objectives, and exercise independent judgement based on organizational policies and procedures
* Excellent verbal and written communication skills; facility in compiling presentation materials; and ability to interact diplomatically with university personnel at all levels
* Ability to analyze complex compliance situations and identify workable, risk-based solutions with key university stakeholders.

**Preferred Qualifications:**

* Demonstrated ability to work comfortably with Information Technology (IT) teams and solutions on data security (CUI/CDI) and other NIST requirements
* Understanding of U.S. Customs import regulations; USDA/CDC biologics management; and other trade-related regulations (DOE Part 110 and 810; NDAA; Foreign Trade/AES)
* Active Security Clearance
* Experience managing support personnel

**Education:**

* BA/BS degree in applicable or related field of study

**Related professional activities:**

* Demonstrated continuing education efforts, e.g. applicable professional trade organization involvement and completion of certification courses.

For more information on this position, contact Dr. Sheila Lischwe, Director, Office of Sponsored Programs at slischw@clemson.edu.

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