

Job Description

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Job Details

Job Title Export Control Officer

Job ID 42912

Location Irvine-Campus

Full/Part Time Full Time

Favorite Job ☆

Required Qualifications

Job Opening ID: 42912

Reports To: Director, Research Engagement & Compliance

Working Title: Export Control Officer

Department: Ofc of Research Administration

Bargaining Unit: 99

FLSA: Exempt

Payroll Job Code: 000374

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5, M-F

Employee Class: Career

Position Summary:

Research Engagement & Compliance (REC) is the administrative unit at UC Irvine within the Office of Research responsible for facilitating and ensuring campus compliance with federal, state, and university regulations pertaining to the research compliance areas below. It also provides resources, training, and education for these areas: • Conflict of Interest • Export Controls • Undue Foreign Influence • Research IT Security • Research Funding Classification • Dual Use Research of Concern • Cannabis Research

Under the general direction of the Director, Research Engagement & Compliance, responsible for development, implementation, and administration of the export control program. Primary point of contact for day-to-day operation and management of the export control program for oversight and monitoring of processes to promote and facilitate compliance with all applicable laws, regulations, policies and procedures. Having wide-ranging experience, uses research compliance concepts and organization objectives to independently resolve the most complex export control issues having organization-wide impact. Works on the most complex export control issues where little or no organization precedent exists and analysis of situation(s) or data require an in-depth evaluation of variable factors. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results independently securing necessary approvals, authorizations, and licenses to facilitate the export control program. Internal and external contacts often pertain to organization plans and objectives. Is considered a subject matter expert in the organization providing training, education and guidance to faculty, staff, and organizational and campus leadership. Often recognized as an expert externally in the industry. NOTE: This is primarily a remote position. Infrequently, this position may need, or be required, to work on campus.

Compensation Range:

\$95,300 - \$117,850

Department Website:

<https://research.uci.edu/>

Required:

At least ten years of experience in research, legal or compliance environment with emphasis related to this position. Bachelor's degree in related area and / or equivalent experience / training. Ability to lead and mentor others. Knowledge of US export control regulations and policies (e.g., EAR, ITAR, OFAC, FTR). Advanced proficiency in public speaking, and writing. Ability to resolve conflicts in a timely basis. Demonstrated ability to conduct comprehensive, detailed analyses of complex regulations. Demonstrated self-discipline and independent judgment completing highly complex, broadly defined assignments. Knowledge and ability to perform export classification and export license determinations. Time management skills and the flexibility to accommodate changing priorities in unit. Ability to interact with faculty, verbally and in writing, with professionalism and decorum. Demonstrated excellent customer service/interpersonal skills. Expert knowledge and ability to apply all of the Federal, state, system and university regulations, policies and federal guidance documents related to export control. Expert knowledge of quantitative and qualitative research design, scientific research concepts, and terminology.

Preferred:

Relevant compliance certification (if applicable) preferred.

Conditions of Employment

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

Closing Statement

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu.

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