**Title:** Director, Export Controls

**Pay Scale Group:** 22

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**Essential Function**

Under general supervision from a designated administrator, direct and manage all activities of the University Export Control program and support the university's compliance with regulations by implementing and administering procedures for exports and travel.

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**Characteristic Duties**

- Direct and manage all activities of the University’s Export Control program.

- Ensure compliance with the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), and Office of Foreign Assets Control (OFAC) requirements, and the Federal Acquisition Regulations (FAR) as applicable.

- Ensure University compliance with regulations by implementing and administering procedures for exports and travel.

- Draft and submit license applications and institutional registrations when necessary.

- Act as liaison and coordinator for export-related and travel matters between the various research and regulatory offices within the University. This will include serving as chair of the Export Controls subcommittee.

- Act as University liaison with Departments of Commerce, State and Treasury or any other federal agency in regard to export-related matters and travel to embargoed and sanctioned countries.

- Must have sound knowledge of laws and regulations such as EAR, ITAR, OFAC, and the Patriot Act.

- Must have sufficient understanding of technology to work with investigators in making accurate technology classifications and licensing determinations.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

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**Minimum Qualifications**

- Bachelor’s degree with seven (7) years of experience; OR- Associate’s degree with nine (9) years of experience; Degree must be in a related field. Experience must be in administrative work relating to federal regulations and compliance procedures; and include at least three (3) years supervision.

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*Last updated: October 2012*