**Title:** Sr Export Compliance Specialist  
**Pay Scale Group:** 16 D

**Essential Function**

Under direct supervision from a designed administrator, assist in the day-to-day operation and implementation of the University’s international trade compliance program.

**Characteristic Duties**

Assist in the interpretation and applications of laws and regulations that impact research, including, but not limited to, the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR) and the Office of Foreign Assets Control (OFAC) Regulations and Sanctions, to proactively identify and address issues;

Process daily and weekly transactional requests, to include, but not limited to, the Export Control Certification requests from UC’s International Services Office;

Work with requestors and pertinent stakeholders to address any preliminary deficiencies identified in the requested documentation prior to submission to the Director;

Assist with the development of international trade compliance training materials;

Conduct reviews, coordinate, and analyze incoming requests;

Correspond with requesters to obtain the information necessary to perform an accurate assessment of the export control requirements for the requested activity;

Identify relevant export control information and assist in achieving timely export compliance solutions;

Assist with the development and implementation of enhanced international trade compliance policies and procedures;

Conduct and evaluate restricted party screenings;

Conduct reviews of proposals, awards, non-disclosure agreements, project scopes of work, and other relevant agreements and activities, to determine export control applicability;

Maintain the office’s databases, spreadsheets, documentation and filing system to ensure accurate compliance with recordkeeping requirements;

Assist with the export classification of items on campus (e.g. purchased, developed, etc.);

Produce reports, correspondence, and other documentation for various export requests;

Maintain current knowledge of ITAR, EAR and OFAC regulations, information, and best practices;

Participate in trade compliance seminars, conferences, and training;
May conduct on-site audits and audits of internal records and processes;

Interact with investigators, faculty, students, and all levels of staff;

Other duties and projects as assigned.

**Minimum Qualifications**

Master’s degree with three (3) years’ experience; -OR- a Bachelor’s degree with five (5) years’ experience -OR- an Associate’s degree with seven (7) years’ experience; -OR- nine (9) years’ experience. Degree and experience must be in compliance or related field; experience in the development of educational materials, policies and procedures is required.

Applicant must qualify as a U.S. Person per the U.S. Export Control Regulations due to access to U.S. Export Control regulated information.