

Export Controls Specialist

Position Details

Position Information	
Job Title	Export Controls Specialist
Position Number	400105
Vacancy Open to	All Candidates
Time-Limited	No
Department Homepage	https://rede.ecu.edu/
Advertising Department	OFFICE OF RESEARCH INTEGRITY AND COMPLIANCE
Division	Research Economic Development & Engagement
Classification Title	10301 University Program Speci
Competency Level	3 - Advanced
Working Title	Export Controls Specialist
Number of Vacancies	1
Full Time Equivalent (FTE)	1.0
Full Time or Part Time	Full Time
Recruitment Range	\$31,888 - \$76,466
Anticipated Hiring Range	\$58,555 - \$62,000
Salary Grade Equivalency	GN13
Work Schedule	M-F
Work Hours	8-5pm
Position Location (City)	Greenville
Job Category	Staff - Professional
Organizational Unit Overview	<p>The Division of Research, Economic Development and Engagement (REDE) is responsible for research policy and integrity, research administration and contract negotiations across ECU and leads economic and community engagement initiatives including partnerships with public sector agencies, industry, military, and other organizations in pursuit of scholarly activities, economic development and community engagement. The division directs new intellectual enterprises, including technology transfer. REDE is responsible for the following units under its umbrella: Office of Community Engagement & Research, Office of Continuing and Professional Education, Office of Human Subjects Protections, Office of Innovation & New Ventures, Office of National Security & Industry Initiatives, Office of Licensing & Commercialization, Office of Postdoctoral Affairs, Office of Research Administration, Office of Research Development, Office of Research Integrity & Compliance, Office of Undergraduate Research, and the Institutional Animal Care & Use Committee.</p>
Job Duties	<p>The Export Controls Specialist must independently lead East Carolina University's export compliance and import compliance-related programs. The individual must have a broad understanding of the university's organizational structure and of the</p>

responsibilities of various organizational units that may be impacted by federal export and import regulatory requirements. As a result, the individual must have a detailed knowledge of various activities undertaken by other ECU organizational units. The position creates/maintains the strategic framework by which the university complies with, to the fullest extent possible, relevant regulations. The individual must interpret complex and nuanced federal export and import compliance-related regulatory requirements. The individual must identify associated risks that exist across the university's operations, inform the appropriate organizations, engage and collaborate with the appropriate stakeholders, design new institutional programs, implement the programs, and monitor new and existing programs.

The individual periodically must provide recommended updates, if any, regarding ECU's General Governance – Export Control Compliance regulation. The individual must compose and finalize relevant internal Standard Operating Procedures (SOPs). The individual must periodically update SOPs to align with ECU operational changes, with federal regulatory changes, and/or with any identified risks that must be managed. Annually, the individual must prepare the Annual Report regarding the state of ECU's overall export and import compliance program; the report is required by ECU's Export Control Compliance regulation. The position establishes, maintains, and reports process Key Performance Indicators (KPIs). The position establishes, maintains, and reports transactional metrics. The individual must independently analyze transactional metrics, identify and implement needed process improvements, and work toward meeting or exceeding KPI targets.

The position promotes export and import compliance awareness through various mechanisms including, but not limited to, OECC website design and content updates, representing OECC at various events (such as New Faculty Orientation, Faculty Convocation, Compliance and Ethics Week, various department meetings, various committee meetings), providing training in various settings (such as in one-on-one sessions, as part of ECU's Responsible Conduct of Research curriculum, in group sessions) and through various methods (such as general training, tailored training, individual counseling, online curriculum delivery).

The position manages data collected from employee responses provided in ECU's annual and project-specific conflicts of interest and export controls disclosures. The position evaluates records, counsels relevant individuals and departments, and addresses any concerns. The position supports ECU's compliance with U.S. import regulations administered by U.S. Customs and Border Protection, as well as various Partner Government Agencies. The individual routinely screens international students, travel, and agreements (i.e. MOUs), visiting scholars, foreign employees, research programs and collaborations involving foreign nationals or other export control factors, and other transactions and scenarios, as necessary.

The position analyzes and facilitates international shipments. Therefore, the individual must sometimes solicit data from primary investigators, faculty, departments, etc., in order to submit and/or facilitate various federal license and permit applications. The most likely applicable government authorities include, but are not limited to, U.S. Office of Foreign Assets Control (OFAC), U.S. Department of Defense Trade Controls (DDTC), U.S. Bureau of Industry and Security (BIS), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Department of Agriculture (DOA) – Animal and Plant Health Inspection Service (APHIS), DEA (Drug Enforcement Agency), Environmental Protection Agency (EPA) – Toxic Substances Control Act (TSCA), Food and Drug Administration (FDA) – Center for Device Radiological Health (CDRH). The individual must monitor applications, manage any licenses or permits received, or otherwise communicate the outcome to the affected parties. The individual may be required to facilitate the establishing of a transaction's Customs or Export Value, may have to apply import or export valuation methodology as defined in federal regulations, or communicate that information to shipment initiators. The individual may be required to submit export transaction data directly to the U.S. Bureau of the Census, and/or may be required to coordinate various aspects of a shipment, and may include time-sensitive researching of unfamiliar federal requirements, communicating with ECU Materials Management, freight forwarders, U.S. Customs brokers, and/or affected departments, as well as others.

The individual provides in-person cross-training to others within ORIC in order to enable continuity of service during absences and receives cross-training from others within ORIC. The individual composes and maintains desk procedures that assist in maintaining a methodical execution of activities and to support cross-training efforts. The position manages various inputs, such as data from ECU's Office of Research Administration's sponsored program systems, travel system, graduate admissions applications, employment records, and export controls disclosure system. The position routinely leverages and may provide input about how the department uses various software applications and tools. These include, but are not limited to, Descartes Visual Compliance, COI Risk Manager, MS Word, MS Excel, MS Outlook, MS PowerPoint, AdobePro, U.S. Customs and Border Protection's Automated Commercial Environment (ACE).

The individual must think critically, interpret various regulations and analyze how they affect various scenarios. Regulations include, but are not limited to, the Foreign Assets Control Regulations (FACR), Foreign Trade Regulations (FTR), the Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), Customs Duties, and various other regulations. When applicable, the individual must be able to accurately determine the applicable Harmonized Tariff Schedule of the United States (HTSUS)/Schedule B number (including using the Customs Rulings Online Search System (CROSS)), Commerce Control List (CCL) Export Control Classification Number (ECCN), United States Munitions List (USML) category, in order to determine appropriate federal jurisdiction and classification of commodities and technology. The individual must take appropriate courses of action when reviewing export of goods, services, and information (including deemed exports to Foreign Persons as defined within the EAR and ITAR that may occur on ECU's campus).

The Export Controls Specialist reports to the Assistant Director of the Office of Research Integrity and Compliance. The individual sometimes is required to work with University Counsel on various related matters. Other activities, as assigned.

Minimum Education/Experience

Bachelor's degree and one year of experience related to the area of assignment; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

License or Certification required by statute or regulation

None

Preferred Experience, Skills, Training/Education

Working knowledge of the various and complex federal U.S. sanctions and export control laws, regulations, and compliance processes, including licensing, reporting, and permitting processes, and especially experience working with principal investigators and research administration in a university or private research environment with sponsored research in medical, dental, engineering, physics, and/or similar fields.

- Excellent oral and written communication skills including ability to communicate complex regulatory information to faculty, staff, and students, in an effective, user-friendly manner targeted to their specific needs.
- High degree of professional integrity and commitment to high standards of excellence.
- Ability to work independently, to pay close attention to details, to make independent, sound judgments regarding the interpretation and applicability of export control regulations, to make final decisions including recording the decision and creating a standardized audit trail.
- Ability to work effectively as a team member and with a flexible, adaptable approach.
- Knowledge and experience with import compliance processes in a university or similar setting, or experience with similar compliance processes that require similar skills.
- Experience developing, implementing training experiences, and analyzing data from learning outcomes or course reviews in order to continuously improve training.
- Experience supporting a federal audit or internal review of an organization's compliance processes and records.

License or Certification required by the Department

None

Special Instructions to Applicant

- Please ensure your full range of knowledge, skills, abilities, experience and education are listed on your application. Do not write 'see resume' on your application when completing the job duties section.
- If you answer the questions at the end of the application, please ensure your application reflects the knowledge skills abilities and experiences to support

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your answers (see job duties section of previous employment).

- Failure to answer the questions at the end of the application will not preclude your application from being considered but may result in your application not receiving full consideration of your knowledge, skills, and abilities.
- Applicants must be currently authorized to work in the United States on a full-time basis.

Job Open Date 12/14/2021

Job Close Date - Positions will be posted until 11:59 p.m. EST on this date; If no closing date is indicated, the position will be posted until filled and may close at any time after the recruitment has been completed. 02/10/2022

Open Until Filled No

Quick Link for Direct Access to Posting <https://ecu.peopleadmin.com/postings/47456>

Alternate option If no applicants apply who meet the required competency level and training & experience requirements, then management may consider other applicants. Salary would be determined based on competencies, equity, budget, and market considerations.

AA/EOE East Carolina University is an equal opportunity and affirmative action employer and seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. We encourage qualified applicants from women, minorities, veterans, individuals with a disability, and historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

Eligibility for Employment Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the Department of Human Resources at (252) 737-1018 (Voice/TTY) or ADA-Coordinator@ecu.edu.

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. ECU participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. If highest degree earned is from an institution outside of the U.S. and its territories, final candidates are required to have their degree validated as equivalent to the degree conferred by a regionally accredited college or university in the U.S.

Office of Human Resources Contact Information If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (252) 328-9847 or toll free at 1-866-489-1740 or send an email to employment@ecu.edu. Our office is available to provide assistance Monday-Friday from 8:00-5:00 EST.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please indicate where you learned about this job vacancy.

- LinkedIn
- Chronicle of Higher Education
- CareerBuilder
- Greenville Daily Reflector
- Raleigh News & Observer
- InsightIntoDiversity.com
- HigherEdJobs.com

- InsideHigherEd.com
- Monster.com
- Indeed
- ECU Website
- Other

Documents Needed To Apply

Required Documents

None

Optional Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. List of References