

## Associate Director, Export Control Officer

**Job ID** 43562  
**Location** Columbia

**Full/Part Time** Full-Time

### Hiring Department

[Division of Research, Innovation & Impact](#)

### Job Description

This position supports the [Research Security and Compliance program](#) throughout the University of Missouri System. Reporting to and partnering with the Director of Research Security and Compliance, this position leads the development, implementation, and monitoring of the [University's export controls and sanctions compliance program](#). By performing more escalated export control and sanctions reviews, drafting, and managing export licenses, and investigating more complex scenarios, this position supports all universities within the University of Missouri System.

This position is being considered for remote work and would require regular travel to the University of Missouri - Columbia, as well as potential travel to other UM System campuses located in St. Louis, Kansas City, and Rolla, Missouri.

#### Key responsibilities include:

Serves as the primary point of contact for the University of Missouri - Columbia handling day-to-day export control issues flagged for review. These include, but are not limited to, contract reviews, I-129 Attestation requests, visiting scholar reviews, international travel reviews, and international shipping requests.

Implements and monitors Technology Control Plans (TCPs) to ensure compliance with export control regulations and related contractual obligations.

Works closely with compliance professionals at UMKC, MST, and UMSL to perform export control reviews from their institutions when flagged for higher-level review.

Works with key constituents within the UM System to develop procedures, educational materials, and best practices to strengthen the export controls and sanctions programs within the UM System.

Maintains expertise related to ITAR, EAR, and OFAC regulations, NSDD-189, CUI policies, and participates in professional development opportunities

Supports UM System policies and procedures regarding ethical behavior, safety, security, use of university property, etc.

### Salary

\$85,000 - \$110,000

Grade: GGS 12

University Title: Associate Director Compliance

Internal applicants can determine their university title by accessing the Talent Profile tile in myHR.

## **Shift**

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Monday – Friday, 8 am – 5 pm with occasional nights and weekends as work requires

## **Minimum Qualifications**

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A Bachelor's degree and at least 5 years of experience from which comparable knowledge and skills can be acquired is necessary

## **Preferred Qualifications**

Certified Export Compliance Professional in both the ITAR and EAR

A minimum of 4 years of university export controls and sanctions compliance experience related to ITAR, EAR, and OFAC regulations

Familiarity with and understanding of CUI, NSDD-189, and federal contracting requirements related to export controls

Ability to accurately determine jurisdiction and export classifications

Excellent research and analytical skills

Ability to work independently and as part of a team

Excellent verbal and written communication and interpersonal skills, along with the ability to interact effectively with a diverse constituency

Ability to interpret complex requirements and provide guidance throughout the UM System

Ability to maintain a high level of discretion and confidentiality

## **Columbia Missouri Information**

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Columbia, Mo., is known as an ideal college town, combining small-town comforts, community spirit and low cost of living with big-city culture, activities and resources. Home to nationally renowned public schools and other colleges and educational centers, Columbia is packed with restaurants and entertainment venues and hosts more than a dozen annual cultural festivals.

## **Benefit Eligibility**

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This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

## **Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

## **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Director of Employee and Labor Relations at 573-884-2577.

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.

## **EEO IS THE LAW**

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)