



Job Opportunity

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| Company | Global Trade Jobs |
| Job Title | Export and Research Security Compliance Manager |
| Location | Boulder, CO |
| Salary Range | 100,000.00 to \$125,000.00 Per Year |
| Relocation Assistance | Yes |

Job Description / Responsibilities / Requirements

Job Start Date

11/10/2025

Application Closing Date

9/28/2025

Pay

\$100,000.00 to \$125,000.00 Per Year

Job Description

Job Description Summary:

UCAR is excited to announce the job opening for the Export and Research Security Compliance Manager role. The Export and Research Security Compliance Manager is primarily responsible for proactively managing all

aspects of the organization's export control, research integrity and research security compliance programs and initiatives. The position is within the Office of General Counsel, reporting to the Chief Legal Officer/Chief Compliance Officer.

Position Details:

Visa Sponsored Job:

No

Relocation Assistance Eligible:

Yes

Job Location:

Boulder, Colorado

Position Type & Term:

Full time, Regular

Compensation Range:

Salary Range: \$100,000 - \$125,000

Final salary and rates are based on education, experience, skills relevant to the role.

Application Notes

Application Deadline:

- The position will be posted until **11:59 pm MT on Sunday, September 28, 2025.**

Required application materials (preferably uploaded as a PDF):

- **Resume**
- **Cover Letter** - *Please address how your skills and experience meet the requirements for this position and your motivation for applying for this role. For more information, please refer to the Key Responsibilities and Knowledge, Skills, and Abilities sections of this job posting.*

Background Checks: Conducted for candidate selected for hire. [Learn more.](#)

Work Location Expectations: This position will require the selectee to work in-person and/or hybrid (minimum of 3 days per week in-person).

What You Will Do

Here is a summary of the required responsibilities and expectations for this role.

Export Compliance

- Develops and manages the export compliance program to ensure compliance with the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Office of Foreign Assets Control (OFAC) requirements, U.S. Foreign Trade Regulations (FTR), U.S. Customs Regulations and Nuclear Regulatory Commission (NRC) export regulations.
- Obtains ITAR licenses; prepares Technical Assistance Agreements (TAAs) and amendments; manages implementation of TAAs and

Technology Control Plans (TCPs); applies for Bureau of Industry and Security (BIS) licenses; guides labs, programs and departments to obtain appropriate licenses and permits required to support research activities.

- Coordinates and advises logistics and labs/programs on international shipments of export-controlled items.
- Serves as the primary point of contact for all export control matters and ensures the Empowered Official is fully informed and briefed on matters requiring approval and/or certification.
- Works closely with senior leadership and staff to provide guidance and strategic consultation on decisions that have import/export impact.
- Develops, oversees, and monitors organization-wide export control policies, procedures, and tools to promote and facilitate compliance with federal, state, and local laws and regulations.
- Ensures proper record-keeping for documentation of import/export-related files in addition to other documents and files generated as part of the duties of the position.
- Provides regular training to staff in all export control related matters, including mandatory employee training.
- Manages selection, configuration, implementation, and reporting functions of restricted and denied party screening software (including the database of export-controlled items and technical data).

Research Integrity

- Oversees and ensures compliance with the responsible and ethical conduct of research (RECR).
- Assists with management of research conflict of interest (COI) program in connection with the Ethics Officer, including financial conflicts of interest, personal conflicts of interest and organizational conflicts of interest, and outside employment.
- Supports implementation of the institution's COI policy and procedures to include integrating revised COI policy into export and research security policies and processes as relevant and necessary.
- Provides technical assistance and expertise in evaluating and managing RECR, COI and outside employment.
- Provides outreach, education and training on RECR, COI and outside employment and all related regulations, policies and procedures.
- Stays informed and works closely with Contracts to ensure current knowledge regarding changing federal, state and other sponsor requirements.

- Researches, develops and promotes tools for efficiency in managing RECR, COI and outside employment.

Research Security

- Develops, oversees and monitors organization-wide research security controls and processes to promote and facilitate compliance with research security protocols and regulations (federal, state and local) and best practices.
- Develops and facilitates Research Security Working Group to perform ongoing gap analysis with existing policies and processes, develops risk mitigation measures, develops processes to conduct screenings for foreign national visitors, and develops an organization-wide training program on research security regulations and best practices.
- Collaborates with senior leadership to ensure that the research security program is following applicable laws, regulations, and contractual requirements and offers a broad range of outreach services and training, communications and collaborations with labs, programs and departments.
- Establishes annual and long-range research security and compliance goals that align with the Strategic Plan.
- Leads efforts to comply with non-research security specific sponsor or other regulatory requirements through update or creation of new policy, procedure or processes.

Supervisory Responsibilities

- Supervises and manages the export and research security work performed by the Research Compliance Analyst.
- Provides mentoring and training for Research Compliance Analyst.

Who We'd Love To Join Our Team

Successful candidates will ensure their resume and other application materials speak to the following criteria:

Education & Experience

Required:

- Bachelor's degree in Business (or related field), Information Sciences, Pre-Law, Engineering or any Applied or Physical Sciences required.
- 8+ years' experience in export compliance, specifically in US export regulations including EAR, ITAR, OFAC.

Preferred, not required:

- MBA or related advanced degree.

Knowledge, Skills, and Abilities

- Demonstrated track record of success developing and implementing export compliance and research security programs (including infrastructure and strategy) that both aligns with and supports the current and future goals of a dynamic, open and decentralized research organization.
- Expert knowledge of the U.S. framework for export control, including laws and regulations (ITAR, EAR, OFAC, FCPA).
- Experience managing an export classification program, including filing licenses, TAAs, voluntary disclosures, and commodity jurisdictions.
- Experience in export classification for hardware, software, technology and in working with scientific and engineering staff to determine appropriate classification.
- Experience using DDTC and BIS systems, DECCS, SNAP-R and other automated government portals and systems.
- Experience working within a federal regulatory framework, including reviewing and understanding federal regulations, seeking legal advice and applying regulations in a clear and concise manner.
- Experience in managing Responsible and Ethical Conduct of Research (RECR), Conflicts of Interest (COIs) and outside employment requests.
- Experience in managing research security in a complex and decentralized IT infrastructure and collaborating with cybersecurity professionals.

- Knowledge of privacy, information and data security laws (e.g., HIPAA, GDPR), and NIST risk framework.
- Demonstrated expertise in working with senior leadership and across multiple organizational levels in oversight and coordination of activities involving professionals from different internal organizations.
- Exceptional ability to handle sensitive and confidential matters.
- Strong written and oral communication skills, including ability to provide effective training to all levels of the organization.
- Track record of taking ownership, while collaborating and driving results.
- Demonstrated ability to lead and manage projects and programs, including: prioritization, planning and task delegation.
- Experience in working with technology and automation to develop innovative solutions.
- Ability to work independently and collaboratively.
- Ability to make independent decisions and judgments on problems, regulations, new policies and procedures, while also seeking input and guidance from legal counsel and leadership, as necessary.
- Ability to develop and implement research plans to address compliance issues.
- Ability to analyze data for reporting and provide reports.
- Ability to analyze and develop innovative solutions to complex export, research integrity and research security problems.
- Experience in training on complex regulations and processes.

Benefits Overview

UCAR affirms its commitment to employees through competitive benefits. In addition to medical, dental, vision, retirement, and life insurance, UCAR offers a variety of programs focused on work-life balance and professional, and personal development. These include:

- Tuition Assistance, time off allowance to attend classes, and other professional development opportunities
- UCAR contributes 10% of your eligible pay into your retirement account; 100% fully vested on day one
- Starting minimum accrual of 20 days of personal time off each year (prorated for less than full-time positions)
- 10 paid holidays
- 10 days of sick leave each year

- 12 weeks of paid parental leave
- Short-term medical leave paid at 100% of your regular salary
- EcoPass for local Colorado residents to use the Denver and Boulder-area transit system at no cost

Commitment to Job Application Fairness

Applicants are not required to provide age or age-related information and may redact information related to age, date of birth, or dates of attendance at or graduation from an educational institution from any submissions during the initial application process.

Some Final Considerations

At NSF NCAR| UCAR | UCP, you will work alongside a dedicated team of professionals conducting critical research and community outreach to solve complex Earth system science problems including climate change, air pollution, extreme weather, floods, drought, wildfires, and space weather, all with the goal of improving human life and reducing economic loss. Each of us, from scientists to the professionals who support their work, serves the public and a collaborative community of scientists in our mission to understand the complex processes that make up the Earth system, from the ocean floor to the Sun's core.

Flexible Work

At UCAR, we are committed to supporting our mission by giving staff the flexibility to find the schedule and location that works best to maintain their own work-life circumstances and reach their full potential as professionals. Many positions within our organization are eligible for fully on-site, hybrid (three days per week) and/or flexible work hours.

Equal Opportunity Employer

UCAR is committed to providing equal opportunity for all employees and applicants for employment and does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Whatever your intersection of identities, you are welcome at UCAR.

Export Control

All positions are required to comply with U.S. export compliance regulations work location requirements regarding access to facilities and research systems.

Visa Wait Times

Please consider the length of visa procurement when applying for this posting, understanding that you will not be able to begin employment until you are able to get a visa and enter the U.S.

Work Location

UCAR requires ALL positions to be performed within the U.S., excluding U.S. Territories.

AI Software

ChatGPT and similar AI software are powerful tools that are changing the way society receives, processes, and leverages information promptly. While we acknowledge its benefits and do not restrict leveraging it with job applications, we highly encourage a majority of the applicant material to be original work.

Contact Information to Apply

Apply:

<https://www.globaltradejobs.com/employment/export-and-research-security-compliance-manager-listing-26550.aspx>