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Position #: (PSA)..... (E)  
Developed by:..... TM; MK  
Reviewed by:.....SG;DLJ  
Approved by: ..... LK  
Date: 6/15;12/15;6/16;3/17;  
5/19

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Export Control Officer  
**DIVISION:** Research & Economic Development  
**REPORTS TO:** Director of Research Integrity  
**GRADE:** 13  
**SUPERVISES:** Support staff members; Student workers in the Research Integrity Office

**BASIC FUNCTION:**

Under the supervision of the Director of Research Integrity, provide strategic and active management of the export compliance program for URI. Develop a comprehensive and clear oversight program for URI's activities involving export controlled technology and information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Draft, review and negotiate contact language to ensure research studies comply with contractual, State and Federal requirements.

Participate in contract negotiation with sponsors; assist in resolving issues arising during negotiation and life of agreement.

Analyze and determine the implications of contract and agreement structures and explain contract terms and conditions to researchers.

Research applicable rules, laws and policies concerning higher education contracts and make recommendations to update forms, procedures, and standard agreement templates accordingly.

Develop, maintain, and update the university's export control policy and compliance program.

Implement and administer procedures for exports, deemed exports, travel, and shipping.

Conduct export control analysis of individual projects and technologies at URI. Work with faculty to understand the technology, individuals, and facilities involved and determine whether a technology control plan is needed. As required, file for a formal commodity jurisdiction determination or export license with federal agencies.

Maintain export documentation, including license determinations, technology control plans.

Apply for and maintain documentation related to export licenses and serve as a point of contact related to records for federal agencies during audits and inspections.

Serve as the primary point of contact for advice, resources, education, and coordination of export compliance; including regular technology screening activities, as well as faculty and staff education and outreach about export compliance and related topics.

Conduct regular small group sessions and facilitate seminars as appropriate.

Work closely with business offices, departments, and contract offices regarding the identification of awards that may require monitoring for export control purposes.

Assist the Director for the Office of Research Integrity (ORI), with other research compliance duties as assigned.

**OTHER DUTIES AND RESPONSIBILITIES:**

Work closely, cooperatively and professionally with other Research Integrity staff members, and coordinate efforts with the Division as a whole, including providing coverage as needed.

Engage in professional development opportunities as available.

Maintain memberships in professional listservs and regularly review postings to gain updated information about relevant regulations and best practices and apply them to Export Control materials and procedures.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, database and management software, other computer software as needed, and all equipment necessary to conduct effective programs.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of two years' experience working with export compliance programs at a university, research organization, or industry; Demonstrated experience implementing policies and procedures related to International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), and Office of Foreign Assets Control (OFAC); Demonstrated knowledge of the databases and electronic systems required to implement regulations (e.g., Visual Compliance, DS-4076 CJ Determination Form, SNAP-R, D-Trade); U.S. citizen, a permanent resident

alien of the United States, or a protected individual as defined by 8 U.S.C. 1324b(a) (3) in order to pass and maintain a U.S. government security clearance; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communications skill; Demonstrated computer experience; Demonstrated ability to work well both independently and as part of a team; Demonstrated ability to organize and prioritize; Demonstrated ability to problem-solve and multi-task; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Juris Doctor (JD) or an advanced degree (Master's or Ph.D.) in a scientific or engineering field; Minimum of three years' experience working with export compliance programs at a university, research organization, or industry; and, Export Compliance Professional accreditation.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**