

## **Export Control Compliance Officer - Position #6454**

### **Summary**

The University Export Control Compliance Officer (ECCO) maintains the University's compliance with US Export laws and regulations and University policy. Responsible for export compliance of research conducted at the University, including review and approval of University Technology Control Plans, proposals, and contracts. Serves as a designated point of contact and resource for University researchers and sponsors, regularly responding to requests for information and analysis of export compliance impact. The ECCO also serves as a primary point of contact with federal and state agencies or university-based organizations, such as COGR, that pertain to the University's compliance with applicable regulations, maintains required compliance documentation, and provides information to the Vice President of Research, Office of General Counsel, and the Office of Sponsored Programs for policy requirements. The ECCO will be expected to interface with all related research staff, administrative departments and outside counsel to maintain export control compliance for the University. The ECCO will employ effective problem-solving skills including strong analytical skills sufficient to conduct comprehensive analyses, lead special projects (e.g. for example work with IT and faculty to implement comprehensive export control solutions); and understand the role export control compliance plays in the research and regulatory compliance of the University.

### **Minimum Requirements**

At least a Master's degree or equivalent combination of training and experience in business, law, engineering or related discipline; At least five or more years of related experience working on engineering or research projects in an academic setting interpreting and applying US export laws. ; Masterful and broad understanding and application of academic, sponsored research, and fundamental research exemptions, exceptions, laws, and regulations and policies relating thereto; ability to function competently in a team environment, excellent analytical, organizational, reasoning and problem solving skills; ability to interact effectively with campus community and external customers; excellent verbal and written communication skills; computer literacy; ability to maintain and organize accurate and detailed records. ; Normally sedentary with some mobility; i.e., able to travel to other campus locations Work is usually performed in an office setting. There may be close contact with CRT for long periods of time; Strong communication and facilitation skills; knowledge of and ability to assess the research culture of the university and the needs of the various constituencies both internally and externally; ability to pay close attention to detail, meet inflexible deadlines, remain calm during difficult situations, work under pressure and work with frequent interruptions; Week-end and evening hours may be required;

### **Preferred Requirements**

Phd, JD or equivalent combination of training and experience. Technical or Professional Engineer (PE) designation. Six plus years experience in reviewing and interpreting federal export regulations, federal grants and contracts, and technical descriptions of research or scopes of work in an academic or other relevant setting; Exceptional analytical, organizational, oral and written communication skills; Ability to meet regularly with University departments in a variety of locations and offices across campus. Ability to proactively anticipate and resolve potential areas of concern or conflict. Self-motivated; has a passion for involving and educating people in a research setting in matters of export control.

**TO APPLY:** Please go online to <http://www.cmu.edu/jobs> and apply to **Job #6454**.

**CARNEGIE MELLON UNIVERSITY IS AN EOE/AA EMPLOYRE COMMITTED TO DIVERSITY.**