University of Maryland
Division of Research, Office of Research Administration & Advancement
TITLE: Administrator, Export Control Officer (115767)
CATEGORY: Exempt, Pay Band 3, Full-time, 12 months
SALARY RANGE: $80,772 - $100,996

DUTIES:
This position will serve as the Export Control Officer (ECO) in the Office of Research Administration and Advancement (ORAA). The ECO is responsible for the implementation of export control policies throughout the University and will render training and advice to the campus community in all export-related matters. This position will serve as the empowered official for the University and will also be a senior staff member within ORAA. The ECO represents the University in independent review and analysis in interactions with federal agencies and university associations. The duties of the position include: ensuring University compliance with federal export regulations by implementing, administering, and auditing procedures for export control matters; developing and implementing export control training and materials through workshops, a website, and other tools as appropriate; acting as University liaison with the Departments of Commerce, State, and Treasury and any other federal agencies in regard to export control related matters and travel embargoed and sanctioned countries; acting as a liaison and coordinator for export-related, foreign visitors and travel matters between the various research and regulatory offices within the University; drafting and submitting license applications and institutional registrations when necessary.

QUALIFICATIONS:
Candidates must have a minimum of a bachelor's degree and at least five years experience working with export control regulations or administration of federally-funded sponsored projects, preferably at an institution of higher education; in-depth knowledge of federal export control regulations, especially with regard to how they impact research-intensive institutions; technical knowledge broad and flexible enough to assist researchers in determining the export control compliance implications of project technologies, deliverables, presentations, publications and personnel; ability to prioritize, plan, analyze, and execute multiple and complex export control related activities; excellent oral and written communication and interpersonal skills; ability to give oral presentations to faculty, staff, and other groups who require information on export control matters. A master's degree, and experience in acquiring export control licenses are highly desirable.

TO APPLY:
Submit a letter of interest, resume, and the names and contact information for three references via e-mail to cgivens@umresearch.umd.edu or by mail to:

Search Committee Chair, Administrator (Export Control Officer)
University of Maryland, Division of Research
3128 Lee Building
College Park, Maryland 20742.

For best consideration, applications should be received no later than October 23, 2009. Search will remain open until a suitable candidate is found.

The University of Maryland, College Park actively subscribes to a policy of equal education and employment opportunities. Women and minority candidates are especially encouraged to apply

The University of Maryland is an Affirmative Action/Equal Opportunity Employer