



Manager, Export Control Compliance

Job Description

JOB INFORMATION

Job Code:	133115
Job Title:	Manager, Export Control Compliance
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Compliance Office
Job Family Group:	Compliance
Management Level:	5 Manager

JOB SUMMARY

Oversees the design, implementation, and maintenance of the university's export compliance program, and establishes protocol and procedures for training, policies, monitoring compliance with publication and personnel restrictions, implementation of technology control plans, review of export controlled equipment, information security, visiting researchers, international travel, and international shipments. Serves as primary contact for internal and external inquiries regarding export controls and compliance. Develops, implements, and maintains comprehensive export compliance training. Creates, coordinates, and maintains records of export license applications, technology control plans, and other export control issues in accordance with federal regulations.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to conduct comprehensive, detailed analyses of complex regulations.
X		Excellent written and oral skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated ability to design, develop, and deliver training.
X		Demonstrable ability to interpret policies, analyses and trends.
X		Demonstrable knowledge of applicable laws, policies and principles.
X		Ability to negotiate and network.
X		Demonstrated ability to plan and execute project management.
X		Demonstrable research capabilities.
X		Ability to speak publicly and deliver presentations.
X		Demonstrated ability to perform statistical analysis.
	X	Working knowledge of compliance, financial analysis, and data analytics.
	X	Ability to analyze and evaluate.
	X	Excellent written and oral communication skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees the design, implementation, and maintenance of the university's export compliance program and establishes protocol and procedures for training, policies, monitoring compliance with publication and personnel restrictions, implementation of technology control plans, review of export controlled equipment, information security, visiting researchers, international travel, and international shipments. Supports the development of short and long-term strategies for export compliance initiatives. Staffs the university's standing committee charged with oversight of restricted research projects.				
Serves as primary contact for internal and external inquiries regarding export controls and compliance. Reviews export control terms in proposals, contracts, and other agreements. Develops technology control plans (TCP) as necessary, and monitors restricted projects to ensure compliance with university measures implemented to comply with publication and/or personnel restrictions. Coordinates compliance efforts with other university departments and provides guidance as needed.				
Designs, implements, and maintains comprehensive export compliance training. Disseminates critical information and develops educational resources for the university community to raise awareness of export control issues.				
Performs restricted party screening of certain classes of transactions and people to verify compliance with U.S. Government watch lists. Assists in the assessment and investigation of foreign research activity, as required. Partners with appropriate units/departments to identify equipment that may trigger export control requirements, and ensures compliance with applicable requirements. Assists with data analytics on transactions that present export risk under the Export Administration Regulations (EAR), the International Traffic in Arms Regulations (ITAR), the Foreign Corrupt Practices Act (FCPA), and the Office of Foreign Assets Control (OFAC).				
Creates, coordinates, and maintains records of export license applications, technology control plans, H-1B Form I-129 certification recommendations, and other export control issues in accordance with federal regulations. Maintains currency with state, federal and administrative laws, regulations, trends, and university policies impacting export controls. Serves as subject matter expert (SME) and recommends appropriate procedures and responses related to the laws, regulations, and issues as required.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly,

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.