**University of Maine**

**Job Description**

**Title:** Research Compliance Officer II (Assistant Export Control Officer)

**Date:** April 2019

**Department:** Office of Research Compliance (ORC)

**Reports To:**  Director of Research Compliance

**PURPOSE:** The Research Compliance Officer II assists in the development and implementation of programs to ensure compliance with required protocols, regulations, and laws, including federally-mandated agency program requirements. S/he monitors regulatory websites (e.g., federal), extracts relevant information, and assists in the creation and/or update of policies and procedures related to compliance. Collects, organizes and reviews documentation related to individual, group, and institutional compliance requirements. Provides basic training to faculty, staff, and students regarding regulatory and other requirements related to research compliance. S/he serves as a resource for professional staff, administrators, and faculty to answer questions pertaining to research compliance policies and procedures of the University. The position will be responsible for supporting the Director with, but not limited to, the following: Export Controls, Animal Care, Biosafety, Conflict of Interest, Human Subjects and Responsible Conduct of Research.

**ESSENTIAL DUTIES/RESPONSIBILITIES**

**Compliance (60%)**

**Assists in the design and implementation of effective policies and programs to promote and facilitate University compliance with federal and state regulations and certifications which govern research activities *primarily for export controls.***

* 1. *Monitors current and pending federal and state regulations, agency regulations, and policies pertaining to research compliance.*
	2. *Interprets, explains, and applies research related rules, regulations, and policies, responding to agency inquiries, and provides guidance and consultation regarding overall adherence to federal, state, and sponsor regulations as they apply to research activities.*
	3. *Assists in the development of policies, protocols, and programs to maximize compliance by participants in University research activities, including training in research administration.*
	4. *Reviews documentation related to individual, group, and institutional compliance requirements, may be requested to conduct internal compliance reviews and monitoring of areas and/or departments.*
	5. *Serve as the University’s Assistant Export Control Officer, working closely with the University’s Export Control Officer & Empowered Official(s) to:*
		1. *Develop and maintain the policies and procedures required to create and support the University’s export compliance program;*
		2. *Periodically review and update procedures based on current best practices, legal and regulatory updates, and/or policy compliance.*
		3. *Identify research and other activities at UMaine that may be impacted by export control regulations;*
		4. *Work with investigators to classify hardware, software, technology, and technical data within the framework of U.S. and international trade regimes to determine appropriate jurisdictional authority and specific licensing requirements;*
		5. *Advise University personnel in preparing, updating and maintaining Technology Control Plans;*
		6. *Maintain export documentation, including reviews, license determinations, technology control plans.*

**Training (15%)**

**Assists in the design and delivery of the research integrity and compliance training program.**

1. *Assists in the design and delivery of educational content that is relevant and timely to the University research community related to regulations and policies, research administration guidelines and procedures at the federal and state, sponsor, University of Maine System, University of Maine, and Office of Research Compliance levels.*
2. *Identifies and recommends the employment of selected best practices for design and delivery of educational content, including various media, live workshops, webinars, panel discussions, online training, and manuals, in order to effectively reach diverse audiences.*
3. *Employs agreed-upon best practices, within UMaine resource constraints.*

### Communications and Outreach (15%)

**Assist in the development of Office of Research Compliance communications to ensure the timely and accurate dissemination of information to internal and external stakeholders. Assists in providing educational materials to ensure faculty and staff are informed on regulatory compliance information, risks and trends, and how existing procedures might need to be amended to remain in compliance.**

1. *Assists in the development of web content pertaining to research compliance, ensuring content is accurate, timely, and relevant.*
2. *Assists in the interpretation and communication of research integrity and compliance policies and procedures.*
3. *Writes, edits, designs, records, and otherwise produces electronic and/or hard copy publications such as news -letters and -releases, brochures, presentations, manuals, handbooks, training materials, and guides.*
4. *Develops, writes, and produces research administration manuals and guides for campus-wide use.*

**Other (10%)**

*a) Cross training - Obtains advanced knowledge of state and federal regulations by attending conferences, educational programs and seminars, reading professional publications, using the internet, and participating in professional organizations to ensure cross training in areas outside of primary responsibilities (e.g., animal care, biosafety, conflict of interest, human subjects, responsible conduct of research).*

*b)* *Completes special projects and reports as assigned.*

**KNOWLEDGE/SKILL QUALIFICATIONS:**

**Required:**

* Education generally associated with a Bachelor’s degree or an equivalent combination of education and relevant work experience.
* 3 or more years of experience in relevant and progressively responsible administrative experience in export controls, research compliance or other appropriate field (Advanced degree may substitute for some experience).
* Must be qualified under U.S. federal export control law to access controlled items, technology, and technical data delineated in regulations including, but not limited to, EAR, ITAR, and FAC.
* Demonstrated strong organizational, analytical, and problem-solving skills and ability to accommodate and respond to shifting priorities and multiple, demanding projects, in a manner that is effective and efficient.
* Demonstrated proficiency and/or willingness to develop expertise in a broad range of research compliance areas, including but not limited to, export controls, animal research, biosafety, conflict of interest, and responsible conduct of research.
* Computer proficiency, including a working knowledge of MS Office, Adobe Suites and relational databases.
* Demonstrated excellent oral, written and interpersonal communication skills including the ability to effectively interact and communicate both verbally and in writing with audiences and individuals with a diverse range of skills, knowledge and abilities.
* Ability to handle complex administrative issues. Superior organizational skills and proven ability to maintain efficiency and accuracy under time constraints while managing a multitude of equally critical job demands.
* Competence in applying basic concepts and practices employed in training large and small groups of stakeholders in order to design, develop, deliver and assess training through various media.
* Proven ability to work independently as well as collaboratively, resolve conflicts in a timely manner, and lead and mentor others.

**Preferred:**

* Familiarity with U.S. Export Control Regulations, including the Department of Commerce Export Administration Regulations (EAR), The Department of State International Traffic in Arms Regulations (ITAR) and the Office of Foreign Assets Control (OFAC) sanctions and regulations.
* Bachelor’s degree in a scientific, legal, regulatory or similar field.
* Graduate degree in law, science and/or engineering.
* Prior experience in higher education and/or a research institutional structure.

**SUPERVISORY RESPONSIBILITIES:** May supervise lower-level and support staff including student workers.

**POSITION TYPE:** Full-time, fiscal year, base-budget funded professional.

**WORK SCHEDULE:** Normal University of Maine hours of Monday through Friday, 8:00 A.M. to 4:30 P.M. Work outside normal hours may be necessary in order to meet the requirements of the position.

**SCHEDULE FOR EVALUATION:** In the initial 6 months of employment and annually thereafter in accordance with UMPSA agreement.

**JOB FAMILY/SALARY BAND:** 11/02.

Appropriate background checks will be required.

All UMS employees are required to comply with applicable policies and procedures as well as to complete applicable workplace related screenings and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.