



## Export Control Analyst I

Apply

Orlando, FL (Main Campus)

Full time

Posted 23 Days Ago

R102833

### Unleash YOUR Potential With Us

As a next-generation public research institute, we are an inclusive community of thinkers, doers, creators, innovators, healers, and leaders striving to shape the future and solve the world’s most challenging problems. No matter what your role is, when you join Knight Nation, you’ll play an integral role in pushing us forward to become among the most impactful universities in the country. You’ll be met with opportunities to connect and collaborate with uniquely talented faculty, staff, and students across 13 colleges and multiple campuses and regional locations. That means greater challenges to tackle, more meaningful opportunities to grow, and rewarding experiences that go beyond a paycheck. We’re seeking qualified, motivated individuals who will help UCF fulfill its mission in unleashing the potential of every individual, enriching the human experience through inclusion, discovery, and innovation; and propelling broad-based prosperity for the many communities we serve.

### The Opportunity:

UCF is seeking to hire for two (2) Export Control Analyst I positions. This will be for positions P-33841 and P-48561. The Export Control Analyst I will assist with the day-to-day team operations of the Office of Export Controls Compliance, including institutional compliance with laws and regulations related to export control, foreign engagements, and technology transfer. The Export Control Analyst I serves as a subject matter expert for

the university community on export control and international trade laws and regulations in accordance with UCF Policy 4-209. This position requires intermediate knowledge of U.S. export control laws.

**Responsibilities:**

- Perform supervised regulatory research on issues related to export controls and issue regulatory and compliance guidance on the day-to-day operation and implementation of the University's export control compliance program.
- Draft and implement compliance protocols under supervision on export-controlled sponsored programs, and other activities requiring export compliance. This task includes technology classification, the identification of restrictions, verifying personnel, determining licensing requirements, and assisting in the creation of technology control plans.
- Implement, coordinate, and conduct monitoring of implemented technology control plans.
- Review University agreements and suggest contractual language modifications to those agreements and analyze any export control implications. Agreements include, but are not limited to, research agreements, sole source purchase agreements, IP agreements, non-disclosure agreements, and material transfer agreements.
- Assist in implementing additional export control requirements including obtaining information required for processing export licenses, drafting exemption certificates; conducting post-award compliance monitoring; monitoring approved restricted research participants, and assisting in obtaining prepublication approval of restricted research results.
- Conduct export control training sessions for UCF faculty, staff, and students and cross train with the foreign engagement team.
- Maintain, administer, and input acquired recordkeeping data into UCF export control databases.
- Assist in internal compliance investigations and disclosures.
- Performs miscellaneous job duties as assigned.

**Minimum Qualifications:**

Bachelor's or Master's degree and 0+ years of relevant experience.

**Preferred Qualifications:**

- A Master's degree in science, engineering, computer science, public policy, or law and 5 years of direct experience in the area of export controls are highly preferred.
- A Juris Doctorate and five years of direct experience in the area of export controls are highly preferred.
- Experience working in a university setting in sponsored research and/or compliance.
- Experience with drafting and submitting licensing applications to the U.S. Department of Commerce and/or U.S. Department of State. Including, but not limited to, knowledge of the federal electronic systems for export licensing and trade transactions such as BIS SNAP-R, DDTC DECCS, and Customs ACE. Additionally, knowledge of restricted party screening tools such as Visual Compliance.
- Strong skill in organizing and setting priorities and accomplishing tasks in time-sensitive problem-solving situations.
- Demonstrated ability to develop training material and to provide individual training as appropriate.
- Excellent verbal and written communication skills.

**Special Instructions to the Applicants:**

- UCF is seeking to hire for two (2) Export Control Analyst I positions. This will be for positions P-33841 and P-48561.
- Flexible Scheduling, hybrid work schedule, or remote work within the state of Florida may be considered based on specific circumstances and candidate qualifications.

- Permanent Resident or U.S. Citizenship is required due to the confidential nature of the technical data and technology accessible to this position.
- If you are selected as the final candidate for an employment opportunity here at UCF, both your position and salary will be significantly based upon the information that you have provided in your application for employment. We urge you to please take the time to complete the application in its entirety.

### Are Benefits Important to You?

Working at UCF has its perks! In addition to helping drive change and having a positive impact by supporting our students, staff, and faculty, UCF offers:

- Benefit packages, including Medical, Dental, Vision, Life Insurance, Flexible Spending, and Employee Assistance Program
- Paid time off, including annual and sick leave and paid holidays
- Retirement savings options
- Employee discounts, including tickets to many Orlando attractions
- Education assistance
- Flexible work environment
- And more...For more benefits information, go to UCF Employee Benefits Guide (12-14-21)

### Who Are We?

Founded in 1963 to fuel the region's talent pipeline and support the growing U.S. space program, UCF is built to make a better future for our students and society. It's one of the reasons U.S. News & World Report ranks UCF among the nation's top 20 most innovative colleges, while Forbes, Kiplinger, and The Princeton Review rank us a best-value university. UCF is one of 14 universities nationwide designated as both a Hispanic-Serving Institution and a Research 1 university. With 13 colleges, including a fully accredited College of Medicine, UCF offers more than 220-degree programs between its main campus, downtown campus, hospitality campus, academic health sciences campus, and 11 UCF Connect centers located throughout the region. In addition, UCF extends its reach to communities in and beyond Central Florida by offering complete, online programs leading to bachelor's degrees, master's degrees, Ph.D.'s., certificates, and more.

Unless explicitly stated on the job posting, it is UCF's expectation that an employee of UCF will reside in Florida as of the date the employment begins.

### Department

Office of Research - Operations

### Work Schedule

Monday - Friday, 8:00 AM to 5:00 PM. Schedule may vary as required.

### Type of Appointment

Regular

### Expected Salary

\$56,030.00 to Negotiable

### Equal Employment Opportunity Statement:

As an equal opportunity/affirmative action employer, UCF encourages all qualified applicants to apply, including women, veterans, individuals with disabilities, and members of traditionally underrepresented populations. UCF's Equal Opportunity Statement can be viewed at <http://www.oie.ucf.edu/documents/PresidentsStatement.pdf>.

As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request.

The University of Central Florida is proud to be a smoke-free campus and an E-Verify employer.

## About Us



A Foundation for Success

Founded in 1963 to provide talent for Central Florida and the growing U.S. [space program](#), UCF has been making an impact on the state, the nation — and outer space — ever since. With [13 colleges](#) and more than [230 degree programs](#), follow your

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