POSITION ANNOUNCEMENT

TITLE: RESEARCH COMPLIANCE OFFICER

DEPT: COMPLIANCE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $46,813-$56,659

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: April 2, 2019* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
This position specifically supports the mission by developing, implementing, and managing research compliance programs at New Mexico Tech including, export control compliance program, human subjects research, animal subjects research, financial conflicts of interest, ethical conduct of research and a campus safety officer. This position may serve as assistant facility security officer. This position will provide training and guidance concerning the various assigned programs to faculty and staff. The position is also responsible for drafting and maintaining consistent and accurate information, such as policies, procedures, training materials, and online resources for the programs managed that foster a culture of compliance across NMT.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required and One (1) year of experience related to the duties and responsibilities specified. Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

- Nuanced understanding of a research university environment. Ability to read and interpret federal regulations.
- Ability to work effectively with diverse populations.
- Good writing skills required. Initiative and positive, can do mindset – Engaging with PI’s and staff with a motivational style to ensure compliance with US regulations and university policies while clearly supporting research initiatives.
- A Valid NM Driver’s. Ability to obtain a Defensive Driving Certificate.
- U.S. Citizen or lawful U.S. permanent resident due to possibility of accessing ITAR/EAR- controlled items required. Ability obtain and maintain a Top- Secret DOD Security Clearance required.

PREFERRED QUALIFICATIONS:
Master’s degree preferred. Extensive experience in academic research, research administration and compliance; sponsored research and compliance experience in higher education. Experience in implementation/ oversight of an export control program in a major university or corporate environment; experience doing classification and jurisdiction determinations for technology, products, materials, equipment and software. Experience in filing formal license applications with federal agencies. Extensive experience in technology or technical data classifications according to the federal regulations, and the submission and management of export and deemed export licenses is essential. Prior experience creating and implementing compliance strategies and technology control programs. Knowledge of federal export control regulations including those pursuant to EAR, ITAR, OFAC, and National Security Decision Directive 189. Excellent project management skills – ability to work with others to establish compressive strategies with appropriate objectives, metrics and execution schedules desired. Judgment and discretion – The ability to make effective decisions, problem solve and handle confidential information with discretion desired. Familiarity with the Automated Commercial Environment (ACE)/ Automated Export Systems (AES) and Visual Compliance or similar export control software desired. ISP Certification desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 047, Socorro, NM 87801-4796