Georgia Institute of Technology  
Office of Research Integrity Assurance  
Position title: Research Associate I/II  
PVA#: 37002/37001

REQUIRED QUALIFICATIONS:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Masters or other advanced degree required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>Five years minimum; or combination of experience and advanced degrees</td>
</tr>
<tr>
<td>Other</td>
<td>Candidate must be U.S. person (as defined in §120.14) who is a US Citizen or lawful permanent resident as defined by 8 U.S.C. 1101(a)(20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3).</td>
</tr>
</tbody>
</table>

Special Requirements:
- Knowledge of federal and institutional regulations on export controls, including but not limited to International Traffic in Arms Regulations (ITAR) under the jurisdiction of the Department of State, the Export Administration Regulations (EAR) under the jurisdiction of the Department of Commerce, and sanctions regulations under the jurisdiction of the Office of Foreign Asset Controls (OFAC)-Department of Treasury;
- Ability to interact with key faculty members, staff members and students in a multi-cultural environment;
- Ability to deal with constantly changing work demands that require a strong ability to prioritize objectives and exercise independent judgment based on an understanding of organizational policies and procedures; an
- Computer related experience to include usage of databases.

RECRUITMENT DATA:

This position has professional and compliance oversight responsibilities for export controls and other duties in support of Georgia Tech’s $700+ million sponsored research enterprise and worldwide academic and research endeavors.

The successful Office of Research Integrity Assurance Research Associate II candidate will be able to advise research faculty regarding Federal and State law and Institute policy governing export controls. Internally, this position collaborates with Research Security, Legal Affairs, Risk Management, Environmental Health & Safety, Sponsored Programs, Office of Information Technology, Conflict of Interest Management, Human Resources, and others. Externally, this position collaborates with other universities, professional societies and associations, outside consultants and Federal regulatory agencies.

Key Responsibilities may include but are not limited to:
- Provide export licensing determinations and prepare export licenses, including Technical Assistance Agreements (TAA), temporary and permanent exports licenses, OFAC licenses, license exemption requests, and other authorizations;
- Review technologies and provide export determinations; as needed, prepare Commodity Jurisdiction (CJ)/Commodity Classification (CC) for Federal review and determination;
- Develop policies and procedures related to export control compliance program;
- Draft Technology Control Plans (TCP); and
• Participate in the investigation and evaluation of potential non-compliance matters, as appropriate, and prepare Voluntary Self Disclosures, if required.
• Review contract language and Federal regulations to ensure that research studies comply with contractual and Federal requirements.
• Provide oversight of export reviews for domestic and international sponsored research.
• Provide Subject Matter Expertise and policy guidance related to National Institute of Standards and Technology (NIST) 800-171 and other cyber security requirements for handling Controlled Unclassified Information (CUI) and Covered Defense Information (CDI).
• Assist with development of training programs and workshops for faculty, staff, and students to ensure compliance with Technology Control Plans for research involving export controlled projects.
• Instruct and guide research and academic faculty, staff and students through the compliance approval process, including compliance with specific additional Federal agency and international site requirements.

Resumes and Cover Letters should be sent via email to:
Rex Welch, Assistant Director of HR
Rex.welch@gtrc.gatech.edu

The email/fax must reference the position # in the subject line: “PVA # 37001/37002”

3 letters of Reference and College Transcripts will be required of the final candidate. Background check will be required for the final candidate.