**Overview**

Collaborate with the Chief Global Compliance Officer (“CGCO”) in the Office of Ethics and Compliance (“OEC”) to oversee the day-to-day activities of Trade Compliance, including the development of policies and procedures, development and deliverables of training programs, assist in the screening of relevant individuals and entities at both NYU and third parties, and consult with NYU faculty to address potential trade compliance issues, e.g., whether a particular research activity is subject to the International Traffic in Arms Regulations (“ITAR”), the Office of Foreign Assets Control (“OFAC”) regulations, the Export Administration Regulations (“EAR”), and/or other applicable international trade regulation regimes. Engage with the NYU Office of General Counsel (“OGC”), key administrative offices and schools throughout NYU’s global network, including faculty at NYU Abu Dhabi and NYU Shanghai.

Principal duties include:

* Research and review export compliance projects, proposals, grants, contracts, sponsored and non-sponsored research agreements, non-disclosure and data use agreements, export classification of items, software, and technical data.
* Consult with NYU faculty to address potential or actual export compliance issues, e.g., whether a particular research activity is subject to ITAR, OFAC, and/or the EAR, or other applicable international trade regulation regimes.
* Research and review trade compliance projects, proposals, grants, contracts, sponsored and non-sponsored research agreements, non-disclosure and data use agreements, export classification of items, software, and technical data.
* Provide subject-matter expertise to compliance committee members and other compliance experts regarding training to ensure ongoing education about relevant U.S. and foreign laws and University policies with an emphasis on Trade Compliance.
* Prepare drafts and submissions for export licenses applications to federal agencies, advisory opinions, commodity jurisdiction determinations, and institutional registrations as necessary. Prepare, submit, and monitor technical assistance agreements and other licensing and exception/exemption authorizations.
* Monitor the University’s compliance activities throughout the year with an emphasis on Trade Compliance to ensure timely and effective completion of the annual work plan.
* Create and maintain an effective compliance communication program for the University, including promoting heightened awareness of compliance policies and understanding of new and existing compliance issues with an emphasis on Trade Compliance.
* Develop and implement technology control plans, trade compliance-related policies, standard operating procedures and process enhancements.

**Responsibilities**

**Required Education:**
**Bachelor's Degree in the area of specialization or closely related field**

**Preferred Education:**
**Master's Degree in engineering, science, computer science, business operations or related field, or Juris Doctorate preferred.**

**Required Experience:**
**5+ years relevant experience in a university, government agency, non-profit, corporate environment, or law office or equivalent combination of education and experience.**

**Preferred Experience:**
**5+ years Prior experience at a U.S. research university with international research activities and/or international locations, including prior experience in working in trade compliance at a U.S. university or research institution. Knowledge of, and experience with, U.S. trade compliance-related laws (ITAR, EAR, OFAC) and experience with their practical application to research administration Knowledge of, and experience with, electronic systems used in facilitating trade compliance (Export On-Demand, Visual Compliance, SNAP-R, AES etc.) Experience with data collection and analysis tools and processes .**

**Required Skills, Knowledge and Abilities:**
**Exceptional organizational skills with the ability to prioritize and manage complex projects, including the ability to carry out tasks independently Exceptional interpersonal and communication skills with strong commitment to customer service Ability to work collaboratively with others in a global organization Excellent written and verbal communication, analytical and organizational skills Proficiency with standard word processing, spreadsheet, and database applications**

**Qualifications**

In compliance with NYC's Pay Transparency Act, the annual base salary range for this position is USD $115,000.00 to USD $155,000.00. New York University considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as, market and organizational considerations when extending an offer. This pay range represents base pay only and excludes any additional items such as incentives, bonuses, clinical compensation, or other items.

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