



**ICCPA**  
International Compliance Professionals Association

## Job Opportunity

Company	Global Trade Jobs
Job Title	Export and Research Security Compliance Manager
Location	Boulder, CO
Salary Range	\$100,000 to \$125,000 per year
Relocation Assistance	

### **Job Description / Responsibilities / Requirements**

#### **Job Description Summary**

UCAR is excited to announce a job opening for Export & Research Security Compliance Manager. This position is responsible for proactively managing all aspects of the organization's export control, research security and research integrity compliance programs, and related initiatives. The position is within the Office of General Counsel and reports to the Chief Legal Officer.

#### **Job Description**

#### **Application Deadline:**

- The position will be posted until 11:59 pm MT on Sunday, January 4, 2026.

#### **Required application materials (preferably uploaded as a PDF):**

- **Resume**
- **Cover Letter** - *Please address how your skills and experience meet the requirements for this position and your motivation for applying for this role. For more information, please refer to the Key Responsibilities and Knowledge, Skills, and Abilities sections of this job posting.*

**Background Check:** Conducted for candidate selected for hire. [Learn more.](#)

**Work Location Expectations:** This position will require the selectee to work in-person and/or hybrid (minimum of 3 days per week in-person in Boulder, CO).

## **What You Will Do**

Here is a summary of the required responsibilities and expectations for this role.

### **Export Controls Compliance**

- Leads UCAR's export compliance program, ensuring adherence to ITAR, EAR, OFAC, FTR, U.S. Customs, and NRC export regulations.
- Secures required export authorizations, including ITAR licenses, TAAs and amendments, BIS licenses and manages related Technology Control Plans (TCPs).
- Advises labs, programs, and logistics teams on international shipments involving export-controlled items and ensures required licenses and permits are obtained.
- Serves as the primary point of contact for all export control issues and keeps the Empowered Official informed on matters requiring approval or certification.
- Partners with senior leadership to provide strategic guidance on decisions involving import/export considerations and export controls as applied to research activities and collaborations.
- Develops, implements, and monitors organization-wide export control policies, procedures, and compliance tools.
- Oversees accurate record-keeping for all export-related documentation.
- Delivers regular and mandatory export compliance training to staff to include responsibility for annual Export Control training and compliance.
- Manages restricted/denied party screening systems, including configuration, reporting, and maintenance of export-controlled item and technical data databases.

### **Research Security, Conflicts of Interest, and Research Integrity**

- Provides expertise and guidance in evaluating and managing compliance with Responsible and Ethical Conduct of Research (RECR) requirements, specifically, Research Security laws, regulations, and guidance.
- In coordination with the Ethics Officer, supports management of the research Conflict of Interest (COI) program, including COI disclosures and outside employment.
- Helps implement and integrate COI policies into export and Research Security processes as appropriate.
- Delivers outreach, education, and training on RECR, Research Security, COI, and related policies and regulations.
- Updates policies and procedures relating to RECR, Research Security, and COI.
- Collaborates with the contracts department to remain current on evolving federal, state, and sponsor requirements relating to Research Security, research integrity, COI disclosures, and management of organizational COI.

- Develops and promotes tools and process improvements to support efficient management of RECR, Research Security, COI, and outside employment.

### **Supervisory Responsibilities**

- Supervises and manages the export, COI, and Research Security work performed by the Research Compliance Analyst.
- Provides mentoring, guidance, support, and training for the Research Compliance Analyst.

### **Contact Information to Apply**

Apply Here:

<https://www.globaltradejobs.com/employment/export-and-research-security-compliance-manager-listing-30678.aspx>