



**ICCPA**  
International Compliance Professionals Association

## **Job Opportunity**

Company	Global Trade Jobs
Job Title	Export Compliance Officer
Location	Washington D.C.
Salary Range	\$121,785.00 to \$158,322.00 Per Year
Relocation Assistance	No

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

#### **What are Trust Fund Positions?**

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program, which may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

#### **Conditions of Employment**

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated.
- Complete a Probationary Period.
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in U.S. is not required to apply.

- Applicants must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

## OVERVIEW

This position is located organizationally in the office of the Under Secretary for Science and Research, Smithsonian Institution (SI) and reports to the Director of Research Compliance. SI is a diverse museum and research complex dedicated to the increase and diffusion of knowledge. This position develops and oversees the Institution's export controls compliance function, ensuring compliance with applicable legal, regulatory and policy requirements.

This position is full-time and is based in Washington, DC, with recurring travel to Cambridge, MA in support of the Smithsonian Astrophysical Observatory (SAO).

## DUTIES AND RESPONSIBILITIES

- Maintains and updates the Smithsonian Directive on a SI-wide export compliance policy that ensures SI compliance with federal export control laws, regulations, and policies.
- Continuously updates a SI-wide export compliance implementation plan.
- Implements SI's compliance program ensuring all units are in compliance with the applicable export control laws and regulations that pertain to the conduct of its research and other activities, including the EAR, ITAR, and the Foreign Trade Regulations [FTR] as well as to improve compliance with technology restrictions on foreign national employees and visitors, license management, compliance determination and screening, IT and physical security, training, and documentation.
- Develops and conducts training programs on export regulations and compliance, EAR and ITAR regulations, foreign national issues related to international travel, and related issues, including travel to proscribed and sanctioned countries.
- Manages the SAO and SI export control process, provides day-to-day export and import operations and compliance oversight, mitigates risks, maintains records, and conducts compliance and program effectiveness assessments.
- Aids in transportation management functions relating to SI export control initiatives such as shipping, receiving, freight traffic/rates, and commodities.
- Implements, administers, and audits policies and procedures at SAO and SI for all export and import control matters, including such tasks as:
  - Interpreting ITAR, EAR, and FTR;
  - Establishing Project Technology Control Plans;
  - Determining the Export Control Classification Number (ECCN);

- Determining licensing exceptions or requirements;
- Screening end-users, end-use, and countries for exported technology;
- Screening contractors, visitors, and foreign nationals to controlled facilities at SAO and SI;
- Determining international travel requirements including those for proscribed and sanctioned countries;
- Coordinates with the SAO and SI Shipping & Receiving Sections regarding transportation management functions relating to SAO and SI export control initiatives such as shipping, receiving, freight traffic/rates, and commodities;
- Coordinates closely with key internal stakeholder offices, including the Office of Global Affairs, the Office of General Counsel, the Office of Sponsored Projects, the Smithsonian Astrophysical Observatory, and other SI Units.
- Performs other related duties, as assigned.

## QUALIFICATION REQUIREMENTS

To qualify for this position, applicants must possess one year of specialized experience equivalent to the grade 12. For this position, specialized experience is defined as 5 years of progressively advanced experience with the administration of university or corporate export controls compliance OR its equivalent.

Experience required for this position is as follows:

- Extensive knowledge and understanding of the following:
  - U.S. State Department's International Traffic in Arms Regulations (ITAR);
  - U.S. Department of Commerce's Export Administration Regulations (EAR);
  - U.S. Department of Treasury's Office of Foreign Assets Control (OFAC) requirements; and Foreign Trade Regulations [FTR], Import and Export Clearance Regulations, International Shipping Logistics and Regulations, Loading Regulations, and Freight Classifications.
- Has ITAR/EAR or Trade Compliance certification or completed field of study or is recognized by Directorate of Defense Trade Controls [DDTC] as a qualified expert. Experience in preparing export control licenses, executing technical assistance and non-disclosure agreements, and familiarity with export licensing determinations.
- Expert knowledge of and relevant experience in export control compliance in a research environment at a non-profit organization or at an institution of higher education. Knowledge of scientific instruments for use in national and international space and ground-based telescope programs or

- technical knowledge broad and flexible enough to assist researchers in determining the export control compliance implications of project technologies, deliverables, presentations, publications, and personnel.
- Knowledge of Department of State and Immigration and Naturalization Service requirements as they apply to foreign nationals. Familiarity with the fundamentals and processing of visas and petition for visas to ascertain reason and purpose of foreign national visitors.
  - Demonstrated ability to obtain cooperation from technical and programmatic staff in compliance responsibilities. Excellent verbal and written communication skills sufficient to prepare written guidance and decisions; to tactfully explain and defend decisions to project personnel, sponsors, and higher-level reviewing officials; and to give oral presentations to staff who require information on export control matters.
  - Demonstrated knowledge of and experience in developing policies, procedures, and training; managing compliance programs; and ability to prioritize, plan, analyze, and execute multiple and complex export control related activities as well as work independently with minimal oversight or direction while meeting deadlines.
  - Excellent customer service and interpersonal skills; demonstrated ability to interact with tact and diplomacy with a wide range of people; and demonstrated knowledge of negotiation and facilitation techniques required to conduct meetings and to meet and deal with a variety of individuals.
  - Demonstrated ability to understand technical aspects of programs in sufficient detail to be able to provide assistance to researchers in determining the export control compliance implications of project technologies, deliverables, presentations, publications, and personnel.
  - Demonstrated ability to work effectively at all levels in an organization and as a team member including relationships with employees and project officials within SI and with external contacts. Knowledge of information systems, including database development and maintenance. Proficiency in the use of a personal computer; Microsoft Word, Excel, Outlook, and PowerPoint; and web browsers.

Any false statement in your application may result in rejection of your application and may also result in termination after employment begins.

Join us in "Inspiring Generations through Knowledge and Discovery."

Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.

What To Expect Next: Once the vacancy announcement closes, a review of your resume will be compared against the qualification and experience requirements related to this job. After review of applicant resumes is complete, qualified candidates will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact PrescottS@si.edu. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian's [Accommodation Procedures](#).

The Smithsonian Institution is an **Equal Opportunity Employer**. To review The Smithsonian's EEO program information, please click the following:  
<https://www.si.edu/oeo>

## About Smithsonian Institution

Founded in 1846, the Smithsonian is the world's largest museum and research complex of 21 museums and galleries, the National Zoo and Conservation Biology Institute, and 14 education and research facilities. There are more than 6,500 Smithsonian employees, including approximately 500 scientists. The total number of objects, works of art and specimens at the Smithsonian is estimated at more than 157 million.

## Contact Information to Apply

Apply HERE:

<https://www.globaltradejobs.com/employment/export-compliance-officer-listing-34192.aspx>