

**PRINCIPAL ADMINISTRATIVE  
POSITION DESCRIPTION**  
For the period \_\_\_\_\_ to \_\_\_\_\_

**NAME:**

**FLSA STATUS:** Exempt

**TITLE:** Export Control Officer and Research Compliance/Contracting Associate      **DATE:**

**DEPARTMENT/DIVISION:** Associate Dean for Research and Compliance Office/ SIU Export Controls

**FUNCTION**

Under administrative direction from the Associate Dean for Research and Executive Director of Compliance, this position assists with the review, negotiation, submission and administration of research contract agreements and proposal applications from/to agencies that sponsor biomedical research and research development activities conducted by SIU faculty. This position will assist the Office of Compliance and Ethics with the administration of certain research compliance functions as assigned by the Executive Director of Compliance.

The Export Control Officer is responsible for the development, implementation and administration of the campus export control compliance program with the Director of Export Controls. The ECO is the primary point of contact for internal and external inquiries regarding export control, especially those related to research, and for the oversight/monitoring of export control processes to promote and facilitate compliance with federal laws and Southern Illinois University policies and procedures. The ECO will create and deliver ongoing training, education and guidance to campus faculty and staff in export-related matters and will work collaboratively with other SIU campuses and the SIU Office of the President to effectively and efficiently mitigate export control risks encountered by the SIU Medical School campus.

**ORGANIZATIONAL RELATIONSHIPS**

It is anticipated that the employee will require minimal direct supervision. The employee may receive written or oral directives from the Supervisor, Office of Grants and Contracts, Associate Dean for Research and/or Executive Director of Compliance as well as the SIU Director of Export Controls.

**DUTIES AND RESPONSIBILITIES**

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

**Export Controls**

**50%**

- A. Implements schedules for continuous training to departments, faculty, staff and students.
- B. Is a resource for researchers involved in export controlled projects.
- C. Advises research faculty regarding Federal laws governing export controls.
- D. Conducts restricted-party screening of foreign national employees, postdoctoral scholars, visiting scholars and researchers, end-users and countries, and subcontractors using sanctions lists and export control software.
- E. Determines travel requirements for embargoed and sanctioned countries.
- F. Reviews, evaluates, and/or negotiates domestic and/or international sponsored and non-sponsored research agreements (federal or commercial).

- G. Provides export determinations on the classification and jurisdiction for technology, products, materials, equipment and software.
- H. Provides export determinations including applicability of the Fundamental Research Exclusion.
- I. Drafts technology control plans when required or deemed necessary.
- J. Ensures controlled information, defense articles, defense services, or other export controlled software or technology are transferred in compliance with export regulations.
- K. Assists in the development, implementation, and maintenance of effective export policies and procedures to enhance the export control compliance program. Attends export control training sessions conducted by Government and non-governmental entities.
- L. Designs and delivers a variety of educational and training materials tailored for different audiences across campus, including faculty, staff, and students.
- M. Conducts internal reviews and investigations into non-compliance of export control laws, regulations, and policies, reporting findings to the appropriate governing body and manages corrective actions.
- P. Performs other related duties as assigned.

### **Administration**

**50%**

- A. Assist in review of proposal applications, research grant submissions, confidential disclosure agreements, clinical trial agreements, institutional authorization agreements, data use agreements, individual investigator agreements, and other sponsored projects. Identify areas of concern and directly coordinate and communicate with sponsors, local, state and federal agencies, legal counsel, hospital personnel.
- B. Assist in the review and negotiation of research-related contracts, including CDA/CTA, consulting contracts, research development projects, purchasing contracts, award contracts, and any associated conflict of interest compliance according to federal and state regulations, institutional and hospital requirements.
- C. Contributes to the development, implementation, and analysis of policies, procedures, programs, objectives and long-range planning related to research and sponsored program administration.
- D. Serves as liaison between external agencies and responsible units to ensure all information is correct and in compliance with university/agency, federal, state, and sponsor regulations governing grants and contracts, interprets funding agency and industry policies and regulations, keep abreast of changes in sponsor and industry policies and regulations.
- E. Assists the SIUSOM Office of Compliance to develop an efficient and accountable system for reporting and monitoring of COIs/FCOIs and management plans relating to research grants and research contracts.
- F. Continuously interacts with members of the Office of Grants and Contracts, faculty, and staff to streamline internal processes, forms, data collection, and management of grants and contracts
- G. Communicate with the IRB office, legal counsel, sponsors and clinical research organizations including CCR to discuss any issues related to a new or ongoing clinical trial and reconcile contract language with informed consent documents prior to contract execution. Route contracts through affiliated hospitals or partnering institutions for review, signatures and comment as applicable.
- H. Provide status updates to principal investigators, sponsors, external agencies, study coordinators, departmental administrators and hospitals.
- I. Assist in interpreting funding agency and industry policies and regulations; keep abreast of changes in sponsor and industry policies and regulations.
- J. Assist in review of final, confidential documents for completeness and accuracy; obtain all necessary institutional approval and signatures on executed documents and return to sponsors for signature.
- K. Complete supplemental contract documents including intergovernmental agreements, payment information forms, specific sponsor documents, progress reports, etc.
- L. Create and modify SOPs, checklists, forms for grants and contracts submissions and procedures.
- M. Assist with standardization of research contracts, subawards, and subcontract templates.
- N. Assist in the development and delivery of informational and educational presentations for faculty and staff.

- O. Serve as a resource for grant and contract submission process. Identify and resolve errors with local, state and federal grant and contract submission systems.
- P. Serve as a valuable team member in the Office of Grants and Contracts; staff [researchcontracts@siumed.edu](mailto:researchcontracts@siumed.edu) and [grants@siumed.edu](mailto:grants@siumed.edu) working groups.
- Q. Perform other related duties as assigned.

**SUPERVISORY CONTROLS**

This position works much of the time independently and without direct supervision. Direct supervision will come from the Associate Dean for Research, the Executive Director of Compliance, and the SIU Director of Export Controls. This position will also receive guidance from the Supervisor in the Associate Dean for Research Office of Grants and Contracts. The individual will be expected to perform duties in an efficient and effective manner with minimal oversight. The Supervisor will review performance on a regular basis.

**MINIMUM QUALIFICATIONS**

1. Graduate of an accredited college with a minimum of a Bachelor’s Degree in an area relevant to the position.
2. Sensitive to the needs of underrepresented minority populations.

**DESIRED QUALIFICATIONS**

A Master’s degree in biomedical/clinical-related research field or an area relevant to the position. One year experience in sponsored program administration and/or research compliance preferably at an institution of higher education and in central or department administration office, office of sponsored programs, office of research administration, office of research compliance, university or medical center setting, or federal grant-making agency. Preference given for experience in review and/or negotiation of contracts from an institutional perspective.

**KNOWLEDGE, SKILLS, AND ABILITIES NEEDED FOR THE POSITION**

1. Must have interpersonal skills necessary to maintain cooperative working relationships with ADR employees, SIU faculty, other research staff, SIU Legal Counsel and Compliance Offices as well as extramural contact offices in affiliated hospitals and within the SIU system.
2. Must have basic computer skills and be proficient with software packages including, but not limited to, MS Office (Access, Word, Excel, and PowerPoint). Must be capable of learning new digital programs for contract documentation, negotiation, and execution.
3. Must demonstrate high-level analytical skills necessary to gather, organize, tabulate and summarize data.
4. Basic understanding of fundamental accounting principles and principles of research ethics, compliance, and confidentiality.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

Physical requirements are minimal and are those commonly necessary to carry out verbal and written communication with others, to maintain files, and sit for extended periods of time.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

Participates in meetings, trainings and other environmental, health and safety activities required by SIU School of Medicine.

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Incumbent

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Date

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Donald S. Torry, PhD  
Associate Dean for Research

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Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Export Control Officer, Research Compliance and Contracting Assoc**

Position No. (If applicable): \_\_\_\_\_ Department: **Research and Faculty Affairs -SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	10 - 20 lbs.				<input type="radio"/>
Carrying	10 - 20 lbs.				<input type="radio"/>
Lifting	10 - 20 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date