

**UNIVERSITY OF CONNECTICUT  
JOB OPPORTUNITY  
PROGRAM SPECIALIST 1 (UCP 6), EXPORT CONTROL AND FINANCIAL CONFLICT OF INTEREST  
COORDINATOR  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** University of Connecticut, Storrs Campus

**Job Posting No:** 2012388

**Hours:** 8:30 a.m. to 4:30 p.m.

**Salary:** \$45,916 to \$77,705, Commensurate with experience

**Closing Date:** May 5, 2012

**Responsibilities:**

The Office of the Vice President for Research is seeking applicants for the position of Program Specialist 1 (UCP 6), Export Control and Financial Conflict of Interest in Research Coordinator (E/COIA). Reporting directly to and working under the direction of the Executive Director of the Office for Sponsored Programs, the Coordinator will be responsible for the administration of the University's Export Control and Financial Conflict of Interest in Research Programs, will collaborate with sponsored programs and research compliance staff as well as members of the Export Control panel and Financial Conflict of Interest Committee to ensure that all activities related to research and/or teaching conform to all applicable University, State, Federal and other external regulatory requirements and guidelines for Export Control and Financial Conflict of Interest.

**Requirements:**

**Minimum Qualifications:** Bachelor's degree (or equivalent combination of education and experience) and a minimum of two years, experience working with federal or state regulations or working in an administrative capacity in a university, government, or other non-profit setting; sufficient understanding of technology and science to work with investigators and technicians in making accurate technology classifications and licensing determinations; ability to use independent judgment to interpret, analyze and apply federal laws and university guidelines to promote compliant practices; demonstrated effective written and oral communication skills; excellent organizational skills to effectively multi-task to meet deadlines and trouble-shoot problems; ability to work with minimal supervision and exercise a high level of independence and discretion; established interpersonal skills that promote building strong working relationships. Demonstrated ability to interact with colleagues in a positive and constructive manner and demonstrated ability to work effectively and collaboratively with administrators, faculty members and staff in a diverse work environment.

**Preferred Qualifications:** Two to five years experience with Export Control and/or Financial Conflict of Interest in research; knowledge of federal laws, regulations and procedures pertaining to Export Control and or Financial Conflict of interest in Research, experience working in a central office of a major research university, science degree and/or background experience; experience creating training materials and ability to present information, training programs, and/or workshops to individuals or groups.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, through Husky Hire: <http://www.jobs.uconn.edu/> The University of Connecticut is an EEO/AA employer.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.