



POSITION NUMBER: 3924

**UNIVERSITY OF SOUTH ALABAMA  
HUMAN RESOURCES  
ANNOUNCEMENT OF VACANT POSITION**

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**TITLE:** Assistant Director, Research Compliance  
Regular/Full-time

Monday – Friday  
8:00 a.m. – 5:00 p.m.

**MINIMUM REQUIREMENTS:** Bachelor's degree in a related field from an accredited institution as approved and accepted by the University of South Alabama and three years of professional experience in the administration of research compliance or directly related field. Related experience in an academic setting is highly preferred. Export Control compliance is highly preferred.

**ESSENTIAL FUNCTIONS:** Assists in the development and implementation of the University's research compliance programs which include conduct of research, conflicts of interest, and export controls; provides backup to the director during absences to include supervising staff, signing timesheets, approving time off, and handling disciplinary issues; develops and implements an Export Control Compliance Program which will include establishing policies and procedures and providing training and guidance to faculty and staff as needed; performs audits of research programs for export compliance; prepares and submits license applications and institutional registration to the appropriate governing body; acts as liaison with the Departments of Commerce, State, and Treasury in regards to export control issues; assists with regulatory committee work to include developing policies and advising committees on issues as required; coordinates research compliance training to include developing training materials and conducting training; determines areas of risk within research compliance and develops and implements corrective action plans as needed; travels to meetings and conferences which may require overnight stays; interacts by telephone, e-mail, letter or in person with administrators, faculty, staff and outside agencies; ability to work schedule as defined and overtime as required; regular and prompt attendance.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources  
University of South Alabama  
USA Technology & Research Park Bldg III, Suite 2200  
307 University Blvd N.  
Mobile, Alabama 36688-0002  
[jobscampus@usouthal.edu](mailto:jobscampus@usouthal.edu)

**LOCATION:** Office of Research Compliance and Assurance  
Main Campus

**OPEN AS OF:** June 11, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER