Export Controls Graduate Student Assistantship

Boston College works with technologies and data that are subject to U.S. export control statutes and regulations. Under these statutes and regulations, it may be necessary for Boston College to obtain a U.S. Government export license prior to releasing controlled-materials to non-U.S. persons, whether they are located in the U.S. or are abroad.

The Boston College Office of Research Security and Export Compliance, which is part of the Office of the Vice Provost for Research, is responsible for reviewing export requests from across the University. This Assistantship, which is limited to Graduate Students only, reports to the Director of Research Security and Export Compliance and will provide the student with first-hand experience managing and implementing U.S. export controls.

The Export Control Graduate Assistant’s responsibilities include, but are not limited to:
- Reviewing and understanding various export control statutes and regulations and applying their requirements to Boston College research and international activities.
- Reviewing potentially restricted or controlled information and approving requests to share and/or ship those materials, data and other information with/to non-U.S. persons.
- Conducting compliance screening for prospective faculty, staff, students, visitors and business partners who are non-U.S. persons.
- Assisting with the preparation of communications and training materials involving export compliance issues for Boston College faculty, staff and students.
- Other duties as assigned, such as: database management; due diligence checks; record reviews; contract reviews; drafting and reviewing new policies and procedures; researching export exceptions and drafting technology control plans.

Strong candidates will possess the following qualifications:
- Excellent interpersonal, verbal and written communication skills.
- Strong work ethic and attention to detail: this position requires the ability to document and track export requests accurately and respond to requestors in a timely manner.
- Critical thinking: this position requires the ability to analyze relevant federal statutes and regulations and apply their requirements to export-related activity across the University.
- Familiarity with general compliance issues, including experience reviewing U.S. federal regulations, is a plus, but is not required.
- Familiarity with various sciences and/or technologies, is a plus, but is not required.
- Familiarity with U.S. export control issues or laws, is a plus, but is not required.

Hours: 15-20 per week
Compensation: $1,250-$1,600 per month

Please send resume and inquiries to Leigh-Alistair Barzey, Director of Research Security and Export Compliance (barzeyl@bc.edu).