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Downloaded On: Dec. 23, 2025 7:03pm Posted Dec. 23, 2025, set to expire Jun. 30, 2026

Job Title Research Compliance Analyst 3, Export Control

(6230C), Research Admin & Compliance - 83235

Department Research Administration & Compliance

Institution University of California, Berkeley

Berkeley, California

Date Posted Dec. 23, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory

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Job Description

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Research Compliance Analyst 3, Export Control (6230C), Research Admin & Compliance - 83235

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our Guiding Values and Principles, Principles of Community, and Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for supportive colleague communities via numerous employee resource groups (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can grow your career at UC Berkeley.

Departmental Overview

The office of Research Administration & Compliance (RAC) works with faculty, staff, and students across UC Berkeley to catalyze, support, and safeguard research and innovation. Ensuring research compliance, safety, and security across the university is a key priority because the overall success of the research enterprise depends on the highest standards of ethics, compliance, and integrity.

Position Summary

The Research Compliance Analyst 3 - Export Control supports UC Berkeley's institutional compliance with U.S. export control and sanctions regulations, including those administered by the Departments of Commerce, State, Treasury, and Energy. The position applies specialized knowledge of export control requirements to assess research activities, international engagements, and campus business processes for regulatory risk. The analyst provides expert guidance to faculty and staff, supports the development and implementation of campus export control procedures, and helps ensure that Berkeley's research enterprise operates in a manner consistent with federal law, university policy, and institutional stewardship expectations. The analyst must be able to interpret and assess emerging and critical technologies that may fall under evolving federal controls or research security requirements.

Application Review Date

The First Review Date for this job is: 01/01/2026. For full consideration, please apply by 01/05/2026.

Responsibilities

 Supports the development and revision of procedures, policies, and guidelines related to export control compliance.



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- Provides education and training on export control compliance for investigators through the development and delivery of face-to-face training, on-line educational materials, printed materials and other web-based resources.
- Applies professional knowledge of export control regulations to determine compliance responsibilities, classify technology and controlled items, apply for licenses as needed, advise other units on export control provisions in contract language, and respond to government information requests.
- Evaluates emerging and critical technologies for potential export control classification, licensing requirements, and applicability of new or evolving federal controls.
- Provides general administrative support and customer service (e.g., general email responses, record keeping, answering phone calls, supporting committee operations, and preparation of decision letters.

Required Qualifications

- Demonstrates self-discipline and sound, independent judgment in completing assignments.
- Thorough knowledge of and/or can quickly learn and ability to apply all of the applicable federal, state, and university regulations, policies, and guidelines to export control issues associated with campus research projects.
- Thorough knowledge of quantitative and qualitative research design, scientific research concepts and terminology.
- Demonstrated proficiency in public speaking, writing and campus online systems.
- Ability to effectively prioritize workload and competing deadlines (i.e., excellent time management and organizational skills).
- Ability to work with a variety of customers/stakeholders with excellent customer service skills.
- Ability to understand and evaluate emerging and critical technologies (e.g., advanced computing, AI, quantum, semiconductors, advanced materials, biotech) in order to assess export control implications and classification requirements.
- At least one year, full-time, of relevant compliance experience in export control fields.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

Relevant compliance certification (if applicable).

Salary & Benefits



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For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefitswebsite.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$82,800.00 - \$99,550.00.

• This is an exempt monthly-paid position.

How to Apply

• To apply, please submit your resume and cover letter.

Other Information

- This position will be governed by the terms and conditions in the agreement for the Research and Public Service Professionals, represented by the UAW.
- This is not a visa opportunity. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final



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candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

UC Sexual Violence and Sexual Harassment Policy

UC Anti-Discrimination Policy

Abusive Conduct in the Workplace

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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