



## Associate Director, Technology Licensing Job Description

### JOB INFORMATION

<i>Job Code:</i>	123016
<i>Job Title:</i>	Associate Director, Technology Licensing
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Supervises student and/or temporary workers.
<i>Job Family:</i>	Patents/Licensing
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Under limited supervision, negotiates terms and conditions of complex agreements. Supports university entrepreneurship and innovation programs, providing support and guidance to startups. Oversees and administers intellectual property related protection, marketing, and licensing activities in support of university IP and inventions.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	in related field(s)

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	And
X		1 year	of experience directing and supervising staff responsible for patenting, marketing, and licensing IP.

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Bachelor's degree in a scientific or engineering discipline.
X		Extensive technology commercialization experience, with proven evidence of leading and executing at least 100 moderate and complex licensing deals.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in higher education and knowledge of academic research enterprises. Advanced expertise in contract and patent laws, university policies, and industry and regulatory requirements.
X		Demonstrated financial management skills. Management experience in corporate, academic, startup, and/or entrepreneurial settings with technology transfer, business development, intellectual property management, and related activities.
X		Advanced leadership skills, able to influence, negotiate, and interact with internal constituencies, external business partners, and senior leadership.
X		Excellent interpersonal, written and oral communication skills, with expert attention to detail.
X		Advanced ability to establish priorities, leading and owning time-sensitive and complex projects from inception to completion.
X		Demonstrated ability to lead, manage and train subordinate staff.
X		Experience organizing and conducting training and educational workshops on IP and technology transfers.

## Licenses

Req	Pref	License(s)
	X	Certified Licensing Professional or Registered Technology Transfer Professional certifications.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Scouts, identifies, evaluates, and analyzes invention disclosures. Negotiates agreements including those where license revenue potential is over \$1 million. Partners with and mentors inventors regarding advancement of commercial value inflection points to facilitate deal making of de-risked assets. Develops strategies, identifies potential licensees, negotiates terms, prepares draft agreements, and closes the agreement process.				
Oversees patent-related activities (e.g., attorney selection, application and filing logistics, docket management). Monitors license agreements, ensures compliance with diligence terms, prepares, and executes amendments, processes terminations, and participates in decisions regarding the pursuit of litigation. Collaborates with external stakeholders regarding IP terms associated with sponsored research agreements.				
Identifies conflicts of interest with assigned inventions and provides guidance in disclosing and seeking administrative approval. Ensures database systems are kept current and up to date. Creates records, performs data entry and prepares reports as needed/assigned.				
Maintains and develops relationships with licensees, monitoring licensee diligence milestones and progress of licensed products under development. Develops and provides marketing material as needed.				
Gathers and evaluates key information, makes decisions that have significant impact, and provides notifications to relevant stakeholders as necessary. Coordinates and monitors patent filings and prosecution. Interacts with outside counsel and licensees to develop patent strategy and make prosecution decisions. Tracks patent timelines, coordinate and obtains inventor signatures on documents, and collects licensee input.				
Builds relationships, educating and advising faculty, students and staff about IP as it relates to university policies and ownership. Makes public presentations, participates in seminars and represents the university at licensing conferences. Establishes a network of external stakeholders to improve support for university technologies commercialization.				
Recruits, screens, hires, and directly supervises all assigned staff. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. Actively engages underrepresented groups to increase diversity in the university community.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
Yes	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.