



## JOB INFORMATION

Job Code:	123013
Job Title:	Manager, Technology Licensing
FLSA Status:	Exempt
Supervisory:	
Job Family:	Patents/Licensing
Job Family Group:	Research and Grants Administration
Management Level:	5 Manager

## JOB SUMMARY

Under general supervision, collaborate with inventors to evaluate and develop technology licensing opportunities and strategies. Negotiates the terms and conditions of agreements and those of moderate complexity. Administers intellectual property related protection, marketing, and licensing activities in support of university IP and inventions.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
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.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	technology commercialization experience.

### Additional Work Experience

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

X	Combined experience/education as substitute for minimum work experience
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### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Bachelor's degree in a scientific or engineering discipline.
X		Technology commercialization experience, with proven evidence of leading and executing numerous moderately complex licensing deals.
X		Demonstrated financial management and software skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated ability to influence, negotiate, and interact with internal constituencies, external business partners, and senior leadership.
X		Excellent interpersonal, written and oral communication skills, and attention to detail.
X		Demonstrated ability to establish priorities, leading and owning time-sensitive and complex projects from inception to completion.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Licensing Professional or Registered Technology Transfer Professional certifications.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Solicits, identifies, evaluates, and analyzes invention disclosures, conducting initial intake review and meeting with inventors. Identifies potential licensees, initiates contact, and develops and provides marketing materials to potential licensees.				
Participates in licensing strategy development, negotiating terms, drafting agreements, and closing deals. Administers patent-related activities (e.g., attorney selection, determining when/where to file applications) and manages a docket of licensed and unlicensed cases from a business and financial perspective. Collaborates with relevant stakeholders regarding IP terms associated with license agreements.				
Assists in monitoring license agreements, ensuring compliance with diligence terms, preparing and executing amendments, and processing agreement terminations. Coordinates and monitors patent filings and prosecution. Interacts with outside counsel to develop strategy and make decisions. Tracks patent timelines. Coordinates and obtains inventor signatures on documents and licensee input.				
Creates records, ensures database systems are maintained and prepares reports as needed. Identifies conflicts of interest with assigned inventions and provides guidance in disclosing and seeking administrative approval.				
Maintains contact with licensees. Follows up, collects and evaluates patent and invention related information, providing necessary notifications to licensees and patent attorneys. Monitors licensee diligence milestones and progress of licensed products under development. Collaborates with compliance manager to ensure sponsor information is complete with diligence provisions and financial terms of agreements.				
Builds relationships, educating and advising faculty, students and staff about IP as it relates to university policies and ownership. Makes public presentations and participates in seminars. Attends local/national conferences for networking and professional development, representing the university as a speaker, moderator, and/or organizer.				
Collaborates with relevant stakeholders regarding IP terms associated with sponsored research agreements. Identifies conflicts of interest associated with activities related to assigned inventions and provides guidance in disclosing and seeking administrative approvals of exceptions as appropriate.				
Actively engages underrepresented groups to increase diversity in the university community. 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.				

**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>			

**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.