



USC University of
Southern California

Senior Agreement Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	123036
<i>Job Title:</i>	Senior Agreement Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	Patents/Licensing
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Responsible for developing, implementing and maintaining a contracts administration and compliance program in accordance with the university's policies and procedures, government agencies' regulations and requirements, or other outside entities' requirements. Reviews and investigates contract/agreement disclosures, terms, and conditions for compliance violations and leads the remediation and resolution process. Administers university's policies regarding distributions of revenues received under license agreements or other commercialization agreements. Leads department's audit program. Communicates and works with internal and external stakeholders on contract and agreement matters as necessary. Interfaces with government agencies regarding Bayh-Dole Act reporting and compliance matters. Develops and implements education and training programs related to contract administration and compliance. Serves as a key resource for contract administration and compliance information for the division, department, or unit.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	in contract administration
	X	3 years	in a technology transfer environment

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Substantial knowledge of applicable legal terms and conditions, and the ability to analyze business practices in light of contractual requirements.
X		Demonstrated experience in stakeholder management, able to understand the timing and cycles of contract administration.
X		Proven ability to interpret applicable federal, state, and local laws, regulations, and policies.
X		Demonstrated analytical and reading comprehension skills, with proven attention to detail for managing multiple projects simultaneously and consistently meeting deadlines.
X		Excellent oral and written communication skills, and an ability to teach or train others.
X		Strong organizational and problem-solving skills.
X		Ability to work with staff, leadership, and relevant stakeholders of varied seniority levels.
X		Demonstrated interpersonal skills to help foster trust, collaboration, transparency, and accountability with individuals and groups from diverse backgrounds and potentially conflicting interests.
	X	Understanding of terms and conditions of government requirements related to technology transfer and commercialization including but not limited to the Bayh-Dole Act.
	X	Experience administering technology transfer activities relating to scientific discoveries and inventions.
	X	Knowledge of patent prosecution process.

Other Job Factors

- May require travel and working evenings and/or weekends, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates maintenance of detailed records, documents, correspondences, modifications, recordings, filings, and payments. Prepares and distributes information to appropriate individuals regarding aspects of the contract/agreement. Coordinates necessary closing tasks and provision of summaries to related parties. Develops and distributes reports as necessary.				
Conducts reviews and investigations of potential compliance violations for all existing contracts/agreements. Advises on specific corrective actions as appropriate and coordinates process to compliance resolution. Initiates, develops, manages, and delivers pertinent documents, comprehensive reports, notices of breach, and termination letters as required. Communicates with internal and external stakeholders to ensure all necessary individuals or agencies are timely notified of pertinent information relative to contracts/agreements to ensure compliance.				
Reviews and analyzes new and/or continuing contracts/agreements to ensure terms comply with department's compliance program, policies, and procedures. Conducts contract/agreement review audits in the department's database(s) to ensure compliance. Annually sends out current intellectual property docket to all active licensees and confirms accuracy. Reviews licensee royalty and development reports and monitors for reasonableness and accuracy, including follow up with licensee as necessary. Resolves and/or takes necessary actions to remediate issues found. Ensures all information is accurate and timely entered and maintained in department's database(s).				
Administers and manages contract/agreement terms, deadlines, and deliverables to ensure internal and external stakeholders needs or obligations are met. Reviews and notifies appropriate department staff, agencies, or vendors of all contract/agreement related updates. Ensures all performance responsibilities outlined by the contract/agreement are fulfilled and timely. Consistently reviews and monitors performance during the duration of the contract/agreement.				
Leads the development and implementation of contract compliance administration program including the development and maintenance of standard operating procedures. Reviews, recommends, creates, and modifies policies and procedures to ensure compliance with the university, regulatory and private or other sponsors' regulations and requirements.				
Administers and monitors contracts/agreements to ensure compliance with applicable local, state and federal laws, rules and regulations. Responsible for all government compliance requirements under Bayh-Dole Act. Interfaces directly				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
with government agencies. Researches university, federal, state, and local laws and requirements and their effect on agreements and contracts.				
Administers contract/agreement terms to ensure private entities or sponsors' information is correctly recorded for invention disclosure records in department database(s). Obtains copies of sponsor agreements and update records with summary of obligations. Ensures all obligations to sponsors are met, including reports, notifications and payments.				
Develops, modifies, and maintains systems, processes, and/or procedures to facilitate departmental operations specific to contract terms and compliance matters. Develops and implements education and training programs related to contract administration and compliance. Identifies and develops tools and techniques as necessary to ensure departmental compliance.				
Leads and coordinates administration of the university's policies regarding distributions of revenues received under license agreements or other commercialization agreements. Develops and implements processes and procedures for policy administration. Conducts complex research, analyses and calculations of amounts to be distributed in accordance with university policies. Ensures all information necessary to determine distribution amounts is audited, accurate, and complete, and that distributions are timely made in accordance with the university's policies. Interfaces with faculty, University offices, and staff.				
Acts as key resource for contract administration and compliance information for the division, department, or unit. Administers, implements and interprets contract/agreement policies, procedures and guidelines. Provides guidance and makes recommendations to staff members related to contract/agreement and compliance guidelines and procedures.				
Leads development and implementation of department's audit program. Serves as principal administrator of audit program, including coordination of process to select audit targets, selection of audit firms, leading audits through completion, and resolving issues identified in audit results.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			No

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.