



**USC** University of  
Southern California

## Senior Patent Advisor Job Description

### JOB INFORMATION

<i>Job Code:</i>	123009
<i>Job Title:</i>	Senior Patent Advisor
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual 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

Serves as key resource for research community in areas of intellectual properties. Ensures protection of intellectual property generated from the university's research through the patenting and software copyright process. Participates in licensing negotiations.

### 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	
	X	Juris Doctor (JD)	

#### 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	

#### 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Science, engineering or other technical fields.
	X	Advanced training or experience in patent prosecution or patent law.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Conducts license/option negotiations on behalf of university's interests in inventions in conjunction with university marketing consultants.				
Identifies, reviews and analyzes inventions. Oversees the filing prosecution and maintenance of domestic and foreign patents on the university's behalf.				
Negotiates confidential disclosure agreements (non-disclosure agreements) with potential licensees within institutional guidelines.				
Negotiates terms of multi-institutional intellectual property agreements within institutional guidelines.				
Participates in informational seminars on patent topics for university faculty. Makes formal presentations in the area of intellectual properties.				
Writes text for Technology Transfer newsletter.				
Oversees marketing database function and coding of specific technologies. Develops, installs and oversees the office central database system.				
Identifies and analyzes policy issues relating to intellectual property. Coordinates communications and activity among investors, patent counsel and university counsel.				
Projects and monitors legal expenses and prepares related reports. Monitors and evaluates performance of external patent counsel.				
Provides leadership and guidance to office staff. Assists in resolving problems and provides policy or procedural interpretation for matters which are not clear.				
Ensures compliance with government regulations for reporting of inventions generated by funded research. Asserts university's interest in inventions arising from such research. Coordinates return of university rights to inventors/federal funding agencies.				
Monitors and oversees agreements, royalty distributions and related reporting. Conducts patent and literature computer searches and analyzes results.				
Maintains professional currency in the field. Represents the department at professional and university meetings, seminars and conferences.				

## 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: <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>			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.