
Auburn University Job Description

Job Title:	Assoc Dir, Tech Trans	Job Family:	No Family
Job Code:	HC02	Grade 36:	\$58,500 - \$97,600
FLSA status:	Exempt		

Job Summary

Provides senior level assistance in the management, control, and commercialization of Intellectual Property (IP) created at Auburn University.

Essential Functions

1. Reviews, negotiates, and approves material transfer, confidentiality, teaming, collaborative research, other IP related agreements, and contracts to include actively participating in license and industry-sponsored research negotiations.
2. Evaluates, assesses, and develops marketing strategies for technologies.
3. Provides protection of IP and monitors patent prosecution.
4. Markets technologies to prospective companies through prospect research, preparation of marketing materials, and presentations.
5. Assists in faculty education regarding IP, technology transfer, and other outreach activities of the Office.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Science, Engineering, Business or related field
Experience (yrs.)	6	Experience in contracts and grants management and technology transfer

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of higher education policies and procedures, and State and Federal regulations related to contracts and patent administration.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, handling objects with hands,

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/16/2011
