Auburn University Job Description

Job Title: Dir, Office of Tech Transfer  
Job Code: HC15  
FLSA status: Exemt  
Job Family: No Family  
Grade 38: $78,900 - $131,600

Job Summary
Directs the activities leading to the commercialization and protection of Intellectual Property created at Auburn University.

Essential Functions

1. Develops and executes commercialization strategies to include evaluating the commercialization potential and protection of Intellectual Property and identifying transferable technologies.
2. Provides management oversight and supervision to professionals in the Office of Technology Transfer mission and activities.
3. Manages departmental resources to include planning, budgeting, and resolving problems concerning materials, funds, and staffing.
4. Advocates, formulates, and implements policies, procedures, programs, and projects for intellectual property issues including improved Intellectual Property protection and management of Auburn Intellectual Property, Bayh-Dole compliance, and conflict of interest issues.
5. Negotiates and develops special agreements and provides administrative and management guidance for sponsored research agreements with industrial and other sponsors.
6. Coordinates activities between the Office of the Vice President of Research and the Patent and Invention Disclosure Committee and serves on other technology transfer/IP protection related committees.
7. Acts and signs on behalf of the Office of Vice President of Research in regards to International and United States patent application documents, licenses, and other commercial agreements, industrial teaming/collaborative agreements, compliance reports, and correspondence.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Business Administration, Management, Marketing, or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>7</td>
<td>Experience in the coordination and/or management of the transfer and control of technology and Intellectual Property (IP)</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of Intellectual Property (IP) protection, patent laws and procedures, contracting procedures, and State and Federal laws and regulations related to IP.

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 standing, walking, sitting, talking, hearing, handling objects with hands.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 1/3/2012