
Auburn University Job Description

Job Title:	Assoc Dir, Intellect Property	Job Family:	No Family
Job Code:	HC27	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Protects the intellectual property (IP) portfolio of the university and assists with patents, copyrights, technology evaluations, marketing, and licensing.

Essential Functions

1. Provides intellectual property guidance to Office of Technology Transfer (OTT) team members to include assisting in the identification and assessment of new technology, commercialization opportunities, assessing suitability for patent or other IP protection, conducting art analyses and extensive patent database research, and reviewing research developments for subject matter suitable for patent protection.
2. Develops and implements patenting strategies to include overseeing the drafting, filing, and prosecution of patent applications by outside law firms and interfacing with inventors to obtain necessary information for outside counsel requests.
3. Reviews and maintains the quality of outside patent counsel work while assuring cost effectiveness.
4. Reviews domestic and foreign patents and patent applications with OTT team members as required to assess the appropriateness of patent maintenance fees.
5. Monitors industry patents or products for potential infringement of a university intellectual property and develops strategies for approaching potential infringers.
6. Assists with developing strategies for patent interferences, oppositions, and protests.
7. Reviews the IP provisions of licenses and sponsored research agreements and assists in the negotiation of patent licenses as needed.
8. Assists in the establishment of university start-up companies or entities for the purpose of transferring university developed inventions or technology and assisting with patent due diligence activities.
9. Provides assistance and education to the university community in the area of patents and copyrights and promotes intellectual property awareness.
10. Manages and assures timely Bayh-Dole compliance for university inventions arising from Government funding.

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 Marketing, Management, Business Administration, or related field
Experience (yrs.)	6	Experience in the management/coordination of intellectual property (IP) portfolios or working with patents, copyrights, technology evaluations, and/or licensing

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 research techniques, marketing strategies, product development, and intellectual property (IP) protection procedures.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 12/16/2011
