Auburn University Job Description

Job Title: Asst, Technology Transfer
Job Code: HC28
FLSA status: Non-exempt

Job Summary

Provides administrative support for the Office of Technology Transfer (OTT) in the coordination of data management, patent, copyright and trademark applications while executing agreements with outside counsel or other professional service providers.

Essential Functions

1. Coordinates administrative responsibilities that may include establishing property files, reviewing disclosures for completeness, recording critical information and assuring completion of the routing process.
2. Responsible for processing and maintaining patent copyright and trademark applications.
3. Establishes physical license agreement files and monitors and documents the licensee performance of established contractual obligations.
4. Prepares and records agreements/projects and completes paperwork for payment of invoices associated with Professional Service Agreements.
5. Prepares, records and executes confidential agreements.
6. Maintains, updates and monitors the OTT project related databases.
7. Maintains the office budget, orders all departmental supplies, and arranges for all departmental repairs.
8. Coordinates the distribution of royalty income to inventors and campus units.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.
# Auburn University Job Description

## Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.</td>
<td>Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.</td>
<td>High school diploma or equivalent plus 4 years.</td>
</tr>
<tr>
<td>II</td>
<td>Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.</td>
<td>Knowledge of extensive body of rules, precedents, procedures applicable to administrative support work.</td>
<td>High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  High school diploma or equivalent plus 4 years.

Level II  High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

<table>
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<tr>
<th>Focus of Education</th>
<th>Focus of Experience</th>
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<tbody>
<tr>
<td>High School Diploma or equivalent</td>
<td>Experience in technology transfer administration such as data management, patent, copyright and trademark application</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

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date:  12/16/2011