
Auburn University Job Description

Job Title: **Dir, Ind Negotiations & TT**

Job Family: No Family

Job Code: **HC71**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Provides senior level knowledge and insight in the management, control, and commercialization of intellectual property (IP) created by Auburn University. Reviews, drafts, negotiates, and closes IP related agreements on behalf of the University, identifying and resolving risks in contractual terms and conditions not conforming to AU policy or governing regulations.

Essential Functions

1. Reviews, drafts, negotiates, and closes IP related agreements, including complex or master agreements, on behalf of the University, assuring completeness and compliance with University policies and procedures and government regulations and laws, as well as providing guidance, review, and negotion of IP language in University industry sponsored research agreements. Identifies and resolves risks in contractual terms and conditions not conforming to AU policy or governing regulations. Works closely with faculty researchers to manage industry collaborations. Provides guidance to the Senior Industry Negotiator and oversees the negotiation of industry contracts and agreements.
2. Engages with faculty and outside entities who have an interest in the development of the University's discoveries, inventions and innovations, contributing to the local and state economic development, and the branding, marketing, and licensing of Auburn IP. Establishes formal research and development relationships between companies whose strategic market concerns parallel the University's research and development capabilities.
3. Provides guidance to faculty, administrative units, and staff ensuring compliance with, and adherence to, IP related laws, regulations, and policies, while building trust and providing efficient and effective service to diverse constituents both on- and off-campus.
4. Provides leadership and guidance to support staff; assists in the management and oversight of daily operations of the IAC office; acts on behalf of the Director of IAC in his/her absence.
5. Engages in educating faculty, staff, students, and outside inventors regarding IP and the technology transfer process, as well as other outreach activities of the IAC office.
6. Facilitates and fosters inter-organizational relationships, while responding to and addressing stakeholder inquiries. Represents the IAC by participating with various internal and external groups and associations related to intellectual property and economic development.
7. Performs and takes a leadership role in special projects as assigned by the Vice President for Research and Economic Development or the Director of IAC.

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.

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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	Master's Degree	Business, Law, Engineering, Physical or Life Sciences
Experience (yrs.)	8	Experience in business development or technology commercialization with progressively increasing levels of responsibility. Must have research administration experience and contracts experience, including drafting and negotiating complex agreements. Working knowledge of accounting principles and financial management, research regulatory compliance requirements, use of human and animal subjects, and intellectual property. Must have at least 1 year experience directly supervising full-time employees.

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 contract drafting and negotiation practices; knowledge of licensing practices; knowledge of risk management; knowledge of state, federal and industry contract guidelines, procedures and laws as they pertain to university research and the intellectual property (IP) developed from research and IP protection procedures. Knowledge of patent administration and Bayh-Dole compliance requirements; general understanding of business including startups, venture capital, etc.

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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: 12/12/2017
