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## Auburn University Job Description

Job Title: **Negotiator, Intellectual Property Agreements**

Grade RE08 \$47,300 - \$80,400

Job Code: **AA71**

FLSA status: Exempt

Job Family:

Job Function:

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### Job Summary

Under supervision, negotiates and manages a portfolio of industry contracts, material transfer agreements, confidentiality agreements, and related agreements, as well as provides guidance and support in other technology transfer activities

### Essential Functions

1. Under close supervision, assists with reviewing and negotiating the terms and conditions of intellectual property agreements on behalf of the University to enhance its research and economic development missions, ensuring compliance with State and Federal agency guidelines and Federal government regulations and laws (e.g. Bayh-Dole Act, export control regulations, agency guidelines, etc.)
2. Drafts and negotiates non-disclosure agreements, material transfer agreements, memorandums of understanding, and other technology transfer and industry-related agreements
3. Provides guidance to and coordinates with faculty, administrative units, and staff to ensure both compliance with, and adherence to, contractual language with University policies and guidelines, as related to intellectual property ownership and protection, risk management, confidentiality, licensing, etc.
4. May educate faculty, staff, and students about the technology transfer process, while providing an understanding and direction to University personnel to assist with resolving problematic and complex contractual issues
5. Serves as a resource for external University clientele in the community and corporate entities to seek information about the technology transfer process and industry contracting in a university setting

### 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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Master's degree in Business Administration, Law, Engineering, Physical or Life Sciences
<b>Experience (yrs.)</b>	2	Experience in reviewing contracts, contract administration, compliance, and regulation

#### 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 negotiation practices; knowledge of state, federal, and industry contract guidelines, procedures and laws as they pertain to university research. Strong and creative negotiation skills; experience interacting with a wide range of people including researchers, lawyers, CEOs of companies, and licensing professionals; knowledge of contracts administration, potential risk exposure in contracts, and compliance with laws, regulations, and policies Knowledge of Intellectual Property law, Business law and Commercialization/Market Strategy desired.

#### Certification or Licensure Requirements

None Required

#### Pre-Employment Screening Requirements

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### 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, handling objects with hands.

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

Date: 5/11/2023

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