
Auburn University Job Description

Job Title: **Admstr, Government Compliance** Grade RE07 \$42,700 - \$68,300
Job Code: **AA74**
FLSA status: Exempt
Job Family: Research
Job Function: Technology Commercialization & Economic Development

Job Summary

Under general supervision, manages and administers required compliance with federal sponsorship and government reporting in compliance with the Bayh Dole Act of 1980.

Essential Functions

1. Provides timely and accurate reporting on inventions to the government agencies, informing the agency about invention title election, issuing confirmatory licenses to the US Government, and keeping the agency apprised of resulting patenting and licensing activity.
2. Ensures that obligations to non-government sponsors are satisfied in a timely and accurate manner.
3. Supports and manages required compliance with federal sponsorship obligations and government reporting.
4. Responsible for maintaining a working knowledge of current federal rules and regulations; maintains rapport with regulatory personnel in an effort to facilitate resolving concerns.
5. Researches regulations by reviewing regulatory bulletins and other sources of information; communicates with other staff members as to updates and changes in reporting requirements. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices and participating in professional organizations.
6. Maintains database records to ensure the department's records are up-to-date, reconciled, and complete.
7. Coordinates with others in the department to advise and/or assist with the preparation and submission of disclosures and to review documentation for government compliance.
8. Responsible for managing the business and financial activities related to the law firms, IP support service firms, and marketing firms used.
9. Responsible for calculating royalty distributions, managing patent expense reimbursement activities, completing bookkeeping activities within the internal data management system, and carrying out other business-related activities, as needed, to ensure continued operations.
10. Performs other duties as assigned.

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> |
|--------------------------|-------------------|---|
| Education | Bachelor's Degree | Degree in business, public administration or prelaw OR a paralegal certification. |
| Experience (yrs.) | 2 | Experience in compliance, analytical research, and/or reporting position within a legal, university, government, or business environment. Experience must show progressively increasing levels of responsibility and accountability. |

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

Working knowledge of the Bayh-Dole Act. Knowledge of procedures and laws as they pertain to university research and the intellectual property developed from research. Knowledge of how to use online sources to gather information.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires talking and hearing.

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

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

Date: 7/13/2023
