
Auburn University Job Description

Job Title: **Tech Transfer Administrator**

Job Family: No Family

Job Code: **HC73**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Under general supervision, administers the proper execution, filing, and storage of various agreements, as well as entering associated financials in accordance with the Bayh Dole Act of 1980. Coordinates complex and high profile events, as well as serving as the financial liaison for the department.

Essential Functions

1. Receives and enters executed legal agreements into the technology transfer database, which includes License Agreements, Nondisclosure Agreements, Material Transfer Agreements, and Option Agreements. Reads and interprets the terms of agreement to ensure accurate recording for the management of each agreement, which includes but is not limited to the compliance of the agreement, dates, maintenance fees, payments, and/or non-financial items for the life of the agreement. Maintains records to include identifying and posting all agreement terms into the database and maintaining proper hard copy files.
2. Maintains documentation, facilitates receipt, and processes Authorship Copyright and Royalty Agreements. Ensures requests are completed thoroughly and assigns a University agreement number for processing.
3. Coordinates complex high profile events catering to dignitaries, presidents of organizations, etc. Professionally designs and communicates details for the events. Coordination includes determination of data, location, menu, caterer, guest list, invitations, awards, photographer, equipment, set-up, etc.
4. Serves as backup for the Mgr, Business & Financial Operations, as well as the Patent Administrator in their absence. Ensures filings and other processes are ongoing to facilitate adherence to established timeframes.
5. Serves as the Financial Liaison for the department, which includes the following: (1) Reconciles monthly AU purchasing card transactions to ensure AU and state policies are upheld, including the tax exempt policy. Maintains a hard copy of the monthly reconciliation in the departmental file system. (2) Receives checks from Financial Manager for processing, posting, and report documentation purposes. (3) Receives invoices for processing, payment, and report documentation purposes. (4) Coordinates requests for ordering equipment and supplies, as well as tracking supplies. Ensures all office equipment is in good working order.
6. Performs other duties to ensure the smooth flow of office functions such as the following: (1) Acquires and distributes incoming postal and campus mail to department employees; processes outgoing mail. (2) Maintains IAC conference room, which includes the scheduling and ensuring the equipment is in good working condition. (3) Greets incoming visitors and answers multi-line department phone line while providing outstanding customer service.

Supervisory Responsibility

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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 | Some college; vocational or Associate's Degree | Degree in business. |
| Experience (yrs.) | 5 | Professional support experience with at least 3 of those providing support at the executive-level. Legal experience preferred. |

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 some basic accounting principles and basic math. Advanced knowledge and skills in providing executive support in a professional office.

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: 12/12/2017
