



**JOB INFORMATION**

|                         |                             |
|-------------------------|-----------------------------|
| Job Code                | HC73                        |
| Job Description Title   | Tech Transfer Administrator |
| Pay Grade               | RE07                        |
| Range Minimum           | \$45,340                    |
| 33rd %                  | \$54,410                    |
| Range Midpoint          | \$58,940                    |
| 67th %                  | \$63,470                    |
| Range Maximum           | \$72,540                    |
| Exemption Status        | Exempt                      |
| Approved Date:          | 1/1/1900 12:00:00 AM        |
| Legacy Date Last Edited | 12/12/2017                  |

**JOB FAMILY AND FUNCTION**

|               |   |
|---------------|---|
| Job Family:   | Research  |
| Job Function: | Technology Commercialization & Economic Development |

**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.

**RESPONSIBILITIES**

- 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.
- Maintains documentation, facilitates receipt, and processes Authorship Copyright and Royalty Agreements. Ensures requests are completed thoroughly and assigns a University agreement number for processing.
- 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.
- 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.
- 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.
- Ensures the smooth flow of office operations by performing tasks such as: (1) acquiring and distributing incoming postal and campus mail to department employees; processes outgoing mail; (2) maintaining IAC conference room, which includes the scheduling and ensuring the equipment is in good working condition. (3) greeting incoming visitors and answers multi-line department phone line while providing outstanding customer service.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level                                | Focus of Education  |     | Years of Experience | Focus of Experience  |  |
|--|---------------------|-----|---------------------|--|--|
| Some college; vocational or Associate's Degree | Degree in business. | and | 5 years of          | Professional support experience with at least 3 of those providing support at the executive-level. Legal experience preferred. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

# WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       | X      |              |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.