
Auburn University Job Description

Job Title:	Patent Administrator	Job Family:	No Family
Job Code:	HC74	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Under general supervision, collaborates with IAC licensing officers to facilitate Auburn University IP protection, which includes Trademark, Copyright, and US and foreign patent prosecution, preparation of legal-type documents, IP docketing, tracking and payment of US and foreign maintenance and annuity fees, and development of SOPs pertaining to IP processes. Serves as point of contact for AU Innovator Portal invention disclosure submissions, as well as preparation of portal user manuals and training materials, and intellectual property records management and oversight.

Essential Functions

1. Administers activities relating to invention reporting, monitoring and maintaining patent portfolios, and providing input and assistance to licensing officers on matters related to US and foreign patent prosecution, trademark and copyright applications and registrations, and plant variety protection (pvp) applications and registrations. Principal contact within IAC on aspects of invention reporting and patent processes.
2. Administers docketing of new maintenance and annuity fees, monitoring and reporting on upcoming deadlines, payment of US maintenance fees, and coordination of payment of foreign annuity fees with outside annuity firm.
3. Determines department needs for student employees according to ongoing projects and activities, posts open student positions, interviews candidates, trains new student employees, schedules student work times, and coordinates student projects and activities.
4. Monitors AU Innovator Portal to recommend changes or improvement, reports site issues to vendor for resolution, serves as point of contact for AU researchers regarding user IP management, tracking, and online submissions. Prepares user training and instructional materials for the AU Innovator, Department, and College Portals and provides updates as needed.
5. Advises and/or assists schools/innovators with the preparation and submission of disclosures. Ensures accuracy of disclosures, people, and patent information in the database.

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	Four-year college degree	Degree in business, public administration or pre-law. A paralegal certification plus an Associates degree will substitute for a 4-year degree.
Experience (yrs.)	3	Experience in University intellectual property management with 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

Knowledge of university intellectual property management and processes, intellectual property laws and regulations, as well as the Bayh-Dole Act.

Certification or Licensure Requirements

None Required

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 12/12/2017
