Title: Associate Director, Intellectual Property Office

Pay Scale Group: 21

Essential Function
Under general supervision from a designated administrator, responsible for providing leadership in mining, managing, protecting and commercializing intellectual property (IP); including inventions, patents and certain copyrights of UC faculty, students and staff.

Characteristic Duties
Participate in designing and delivering productive, reliable and efficient IP processes that support IP protection practices; develop, refine and implement best practices and process improvements to ensure quality work product and service is consistently provided and risk management is achieved.

Work proactively with researchers to ensure that UC is appropriately protecting our Intellectual Property, innovations and discoveries and anticipating potential IP flowing from research projects.

Collaborate with Finance and other departments to address IP specific issues related to systems, billing, collections, accounts payable, conflicts, etc.

Act as a liaison and resource on various matters between IP management, general council, faculty and staff; providing council and advice on confidential and other matters.

Prepare written communications on behalf of IP Management. Follow up with appropriate attorneys regarding strategic initiatives and policies. Schedule key meetings and coordinate various IP functions.

Partners with internal and external parties to resolve scientific and/or administrative matters; Initiates and maintains productive relationships with investigators and inventors at all ranks and may help guide their work.
May negotiate agreements for transfer of materials, sponsored research and licensing and work with faculty and entrepreneurs in new venture creation.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications
Advanced degree in sciences, math, engineering, business, law or other related field. Experience working within Intellectual Property field including technical experience in sciences and engineering. Experience in University technology transfer and commercialization required.