Title: Assistant Director, Licensing and Contracts

Pay Scale Group: 18

Essential Function

Under general direction from a designated administrator, assist in the management of licensing, contracting, and/or inventions (intellectual property) in various stages of evaluation, marketing, patent prosecution, and licensing.

Characteristic Duties

- Assist in the management of licensing, contracting, and/or inventions (intellectual property) in various stages of evaluation, marketing, patent prosecution and licensing.

- Review university contracts for compliance with State and Federal law as well as university policy, negotiate contract changes, or draft and negotiate license, option, materials transfer, and confidentiality agreements, collaborating patent timing and strategy with legal counsel or designee.

- Coordinate contract procedure, advise University personnel, and provide training on licensing matters.

- Authorizes use of University logo/trademark forms and/or evaluate inventions from University of Cincinnati faculty, staff or students for intellectual property protection and commercial potential.

- Manage licensing budget or related expenditures.

- Manage contract files, and/or client databases and web page content.

- 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

- Bachelor's degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Degree and experience must be in Finance, law, engineering, science, or a related field and area. Experience must be in managing contract compliance and/or licensing, with some knowledge/experience in Intellectual Property, including copyright law. Experience may also require at least three (3) years supervision.

Last updated: April 2006