Title: Director, Licensing and Contracts

Pay Scale Group: 20

Essential Function

Under general supervision from a designated administrator, assist General Counsel in monitoring university contracting and licensing procedures. Review compliance with applicable procedures and guidelines. Analyze and evaluate user compliance with applicable statutory requirements.

Characteristic Duties

• Manage, coordinate and supervise all aspects of University contracting process, including, but not limited to procurement process license and trademark

• Work in close collaboration with other University departments in assisting in the management of the University licensing program.

• Monitor all University Athletic marketing functions as well as all OSP offices.

• Create, organize and coordinate applicable training for requisite University staff.

• Review and approve distribution of University licensing revenue.

• 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 seven (7) years experience; -OR- Associate's degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Business Administration or a related field. Experience must be in a related area. Experience may also require at least three (3) years supervision.

Last updated: November 2006

An affirmative action/equal opportunity institution