Title: Licensing Associate

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, conduct market research on new technologies/inventions or legal research on new agreements.

Characteristic Duties

- Conduct market research on new technologies/inventions or legal research on new agreements.
- Track patent/legal expenses and license income or status or agreements in the review process for timely and appropriate execution.
- Monitor and/or review agreements to ensure contractual compliance; approve patent/legal expenditures, distribution of royalty income, departments and colleges.
- Develop and maintain statistical databases to meet requirements of Intellectual Property policy.
- Assist in developing marketing strategies and/or resolution of other departmental issues.
- 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 related experience. Degree must be in life sciences, science, engineering or a related field. Experience must be in contract compliance, licensing in an intellectual property setting, or a related field. Some positions may require legal, technical or other related experience. Experience may also require at least three (3) years supervision.

Last updated: August 2008