

DRAFT – July 20, 2018

LEGAL JOB FAMILY – LICENSING ASSOCIATE

JOB FAMILY CONCEPT: The Legal job family primarily responsible for providing legal counsel and legal support work for the university community. Typical legal fields include litigation, intellectual property, ethics and conflicts of interest, and other specialties.

LICENSING ASSOCIATE

The **Licensing Associate** role is responsible for coordinating and providing support in the management of the patent and licensing process.

The **Licensing Associate** role is distinguished from the **Paralegal** role in that it performs specialized support of the patent and licensing process.

LICENSING ASSOCIATE 1

Typical Functions

- Conducts initial and ongoing communications with inventors of new technologies governing intellectual property rights.
- Serves as liaison between the licensing staff, attorneys, and inventors to ensure timely responses for patent-related matters.
- Monitors cases for impending statutory bars and deadlines.
- Evaluates new inventions to determine the need for notifying and communicating with federal sponsors for federally sponsored inventions.
- Responsible for communicating with the funding agencies and or industrial sponsors of the receipt of new intellectual property.
- Prepares draft agreements.
- Generate and provide reports related to inventor activity to a variety of internal and external stakeholders.

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Knowledge of applicable regulations and guidelines related to patent and trademark issues. Excellent grammar and proofreading skills, with strong emphasis on accuracy and application of business writing techniques, to compose business documents/forms that have professional presentation. Ability to work independently, exercise good judgment and discretion while handling information/records containing confidential and sensitive data. Excellent organizational and multitasking skills.

Education/Experience

Bachelor's degree in related field or equivalent combination of education, training and experience.

LICENSING ASSOCIATE 2

Typical Functions

- Provides expert, independent and ongoing liaison with inventors, attorneys, companies and institutions.

DRAFT – July 20, 2018

- Identifies and evaluates the potential of inventions and technologies to develop commercialization strategy.
- Monitors research programs to anticipate potential intellectual property that may be generated and encourages timely disclosure of inventions and discoveries.
- Negotiates the technology licensing arrangement.
- Performs comprehensive evaluations of inventions and develops marketing strategies, conducts market research and prepares marketing material.

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Knowledge of basics of intellectual property law. Excellent written and oral communication skills. Ability to quickly understand unfamiliar research and technologies. Ability to read and understand technical literature.

Education/Experience

Advanced degree in related field or equivalent combination of education, training and experience. Academic research experience.