AUBURN
Human Resources

Negotiator, Intellectual Property Agreements

Job Description

JOB INFORMATION

Job Code	AA71
Job Description Title	Negotiator, Intellectual Property Agreements
Pay Grade	RE08
Range Minimum	$50,960
33rd %	$62,850
Range Midpoint	$68,790
67th %	$74,730
Range Maximum	$86,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/11/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Technology Commercialization & Economic Development

JOB SUMMARY

Under supervision, negotiates and manages a portfolio of industry contracts, material transfer agreements, confidentiality agreements, and related agreements, as well as provides guidance and support in other technology transfer activities.

RESPONSIBILITIES

- Under close supervision, assists with reviewing and negotiating the terms and conditions of intellectual property agreements on behalf of the University to enhance its research and economic development missions, ensuring compliance with State and Federal agency guidelines and Federal government regulations and laws (e.g. Bayh-Dole Act, export control regulations, agency guidelines, etc.)
- Drafts and negotiates non-disclosure agreements, material transfer agreements, memorandums of understanding, and other technology transfer and industry-related agreements
- Provides guidance to and coordinates with faculty, administrative units, and staff to ensure both compliance with, and adherence to, contractual language with University policies and guidelines, as related to intellectual property ownership and protection, risk management, confidentiality, licensing, etc.
- May educate faculty, staff, and students about the technology transfer process, while providing an understanding and direction to University personnel to assist with resolving problematic and complex contractual issues
- Serves as a resource for external University clientele in the community and corporate entities to seek information about the technology transfer process and industry contracting in a university setting

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Master's degree in Business Administration, Law, Engineering, Physical or Life Sciences	and	2 years of	Experience in reviewing contracts, contract administration, compliance, and regulation.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of negotiation practices; knowledge of state, federal, and industry contract guidelines, procedures and laws as they pertain to university research.	And
Strong and creative negotiation skills.	And
Experience interacting with a wide range of people including researchers, lawyers, CEOs of companies, and licensing professionals.	And
Knowledge of contracts administration, potential risk exposure in contracts, and compliance with laws.	And
Knowledge of Intellectual Property law, Business law and Commercialization/Market Strategy desired.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.