AUBURN
Human Resources

Admstr, Government Compliance

Job Description

JOB INFORMATION

Job Code	AA74
Job Description Title	Admstr, Government Compliance
Pay Grade	RE07
Range Minimum	$46,010
33rd %	$55,220
Range Midpoint	$59,820
67th %	$64,420
Range Maximum	$73,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/13/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under general supervision, manages and administers required compliance with federal sponsorship and government reporting in compliance with the Bayh Dole Act of 1980.

RESPONSIBILITIES

- Provides timely and accurate reporting on inventions to the government agencies, informing the agency about invention title election, issuing confirmatory licenses to the US Government, and keeping the agency apprised of resulting patenting and licensing activity.
- Ensures that obligations to non-government sponsors are satisfied in a timely and accurate manner.
- Supports and manages required compliance with federal sponsorship obligations and government reporting.
- Responsible for maintaining a working knowledge of current federal rules and regulations; maintains rapport with regulatory personnel in an effort to facilitate resolving concerns.
- Researches regulations by reviewing regulatory bulletins and other sources of information; communicates with other staff members as to updates and changes in reporting requirements. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices and participating in professional organizations.
- Maintains database records to ensure the department's records are up-to-date, reconciled, and complete.
- Coordinates with others in the department to advise and/or assist with the preparation and submission of disclosures and to review documentation for government compliance.
- Responsible for managing the business and financial activities related to the law firms, IP support service firms, and marketing firms used.
- Responsible for calculating royalty distributions, managing patent expense reimbursement activities, completing bookkeeping activities within the internal data management system, and carrying out other business-related activities, as needed, to ensure continued operations.

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	
Bachelor's Degree	in business, public administration or prelaw OR a paralegal certification.	and	2 years of	experience in compliance, analytical research, and/or reporting position within a legal, university, government, or business environment. Experience must show progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of the Bayh-Dole Act.	
Knowledge of procedures and laws as they pertain to university research and the intellectual property developed from research.	
Knowledge of how to use online sources to gather information.	

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			10 lbs
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.