AUBURN
Human Resources

Dir, IP Agreement Negotiations & Technology Transfer

JOB INFORMATION

Job Code	HC71
Job Description Title	Dir, IP Agreement Negotiations & Technology Transfer
Pay Grade	RE13
Range Minimum	$99,570
33rd %	$129,440
Range Midpoint	$144,380
67th %	$159,310
Range Maximum	$189,180
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/18/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides senior level knowledge and insight in the management, control, and commercialization of intellectual property (IP) created by Auburn University. Reviews, drafts, negotiates, and closes IP related agreements on behalf of the University, identifying and resolving risks in contractual terms and conditions not conforming to AU policy or governing regulations.

RESPONSIBILITIES

- Reviews, drafts, negotiates, and closes IP related agreements, including complex or master agreements, on behalf of the University, assuring completeness and compliance with University policies and procedures and government regulations and laws, as well as providing guidance, review, and negotiation of IP language in University industry sponsored research agreements. Identifies and resolves risks in contractual terms and conditions not conforming to AU policy or governing regulations. Works closely with faculty researchers to manage industry collaborations. Provides guidance to the Senior Industry Negotiator and oversees the negotiation of industry contracts and agreements.
- Engages with faculty and outside entities who have an interest in the development of the University's discoveries, inventions and innovations, contributing to the local and state economic development, and the branding, marketing, and licensing of Auburn IP. Establishes formal research and development relationships between companies whose strategic market concerns parallel the University's research and development capabilities.
- Provides guidance to faculty, administrative units, and staff ensuring compliance with, and adherence to, IP related laws, regulations, and policies, while building trust and providing efficient and effective service to diverse constituents both on- and off-campus.
- Provides leadership and guidance to support staff; assists in the management and oversight of daily operations of the IAC office; acts on behalf of the Director of IAC in his/her absence.
- Engages in educating faculty, staff, students, and outside inventors regarding IP and the technology transfer process, as well as other outreach activities of the IAC office.
- Facilitates and fosters inter-organizational relationships, while responding to and addressing stakeholder inquiries. Represents the IAC by participating with various internal and external groups and associations related to intellectual property and economic development.
- Performs and takes a leadership role in special projects as assigned by the Vice President for Research and Economic Development or the Director of IAC.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Business, Law, Engineering, Physical or Life Sciences	and	8 years of	Experience in business development or technology commercialization with progressively increasing levels of responsibility. Must have research administration experience and contracts experience, including drafting and negotiating complex agreements. Working knowledge of accounting principles and financial management, research regulatory compliance requirements, use of human and animal subjects, and intellectual property. Must have at least 1 year experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of contract drafting and negotiation practices; knowledge of licensing practices; knowledge of risk management; knowledge of state, federal and industry contract guidelines, procedures and laws as they pertain to university research and the intellectual property (IP) developed from research and IP protection procedures.	
Knowledge of patent administration and Bayh-Dole compliance requirements; general understanding of business including startups, venture capital, etc.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.