AUBURN
Human Resources

Asst VP, Innovation & Partnerships

Job Description

JOB INFORMATION

Job Code	HC72
Job Description Title	Asst VP, Innovation & Partnerships
Pay Grade	RE15
Range Minimum	$138,600
33rd %	$184,800
Range Midpoint	$207,900
67th %	$231,000
Range Maximum	$277,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/20/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides senior level direction, management, administrative and fiscal oversight for the Intellectual Property Exchange (IPX) in support of Auburn University research and economic development programs. Serves as chief advocate for intellectual property and technology commercialization at Auburn University.

RESPONSIBILITIES

- Provides overall management and proactive direction for the Intellectual Property Exchange (IPX) to include providing leadership, development, and implementation of plans, establishment of priorities for technology commercialization initiatives, and administrative and fiscal oversight. Provides day-to-day guidance to staff and makes balanced decisions that ensure the positive reputation of the University.
- Provides advice and counsel to the Vice President of Research and Economic Development on strategic and operational issues as well as critical policy issues, related to technology commercialization and intellectual property protection and administration.
- Recommends and implements new administrative concepts, systems, technologies, and programs designed to benefit technology commercialization and industry funded research, and to advance a University culture of innovation and collaboration. Provides operational standards for the agreements negotiated by the office and works to ensure that agreements are fair to all stakeholders represented by the IPX.
- Strengthens and supports faculty across the institution in the commercialization of research. Regularly communicates with University senior administration, deans and department chairs on the progress of technologies arising from development efforts at the University. Advises University administration, faculty, staff, and students on intellectual property, technology development, and commercialization.
- Participates in local, regional, and national organizations, conferences, committees, and panels to enhance the image and reputation of Auburn University.

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	Supervises others with full supervisory responsibility.

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	10 years of	Demonstrated experience in technology transfer, business development, intellectual property management, and related activities. Experience working with diverse stakeholders. Experience and strong technical competence negotiating deal terms, complex and standard, including an understanding of both industry and startup perspectives and needs. Research administration experience; contracts experience, including drafting of complex agreements. General knowledge of University policies related to accounting principles and financial management, academic personnel, the appropriate use of University facilities, sales and services activities, research regulatory compliance requirements, stewardship responsibilities, use of human and animal subjects, intellectual property, appropriate Facilities and Administrative rates, publication rights, conflicts of interests, etc.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of industry-sponsored research, intellectual property management, and technology transfer in a complex organizational context; knowledge of evolving issues related to patent and other intellectual property; knowledge of contract drafting and negotiation practices; knowledge of licensing practices; working knowledge of startup funding deal terms as well as equity and shareholder agreements; knowledge of risk management and conflict of interest issues related to technology commercialization; knowledge of state, federal and industry contract guidelines, procedures and laws as they pertain to university research and the intellectual property developed from research and intellectual property protection procedures.	
Knowledge of patent administration and Bayh-Dole compliance requirements; general understanding of business including startups, venture capital, equity, etc	

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.