AUBURN
Human Resources

Technology Transfer Administrator

Job Description

JOB INFORMATION

Job Code	HC73
Job Description Title	Technology Transfer Administrator
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	12/12/2017

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under general supervision, administers the proper execution, filing, and storage of various agreements, as well as entering associated financials in accordance with the Bayh Dole Act of 1980. Coordinates complex and high profile events, as well as serving as the financial liaison for the department.

RESPONSIBILITIES

- Receives and enters executed legal agreements into the technology transfer database, which includes License Agreements, Nondisclosure Agreements, Material Transfer Agreements, and Option Agreements. Reads and interprets the terms of agreement to ensure accurate recording for the management of each agreement, which includes but is not limited to the compliance of the agreement, dates, maintenance fees, payments, and/or non-financial items for the life of the agreement. Maintains records to include identifying and posting all agreement terms into the database and maintaining proper hard copy files.
- Maintains documentation, facilitates receipt, and processes Authorship Copyright and Royalty Agreements. Ensures requests are completed thoroughly and assigns a University agreement number for processing.
- Coordinates complex high profile events catering to dignitaries, presidents of organizations, etc. Professionally designs and communicates details for the events. Coordination includes determination of data, location, menu, caterer, guest list, invitations, awards, photographer, equipment, set-up, etc.
- Serves as backup for the Mgr, Business & Financial Operations, as well as the Patent Administrator in their absence. Ensures filings and other processes are ongoing to facilitate adherence to established timeframes.
- Serves as the Financial Liaison for the department, which includes the following: (1) Reconciles monthly AU purchasing card transactions to ensure AU and state policies are upheld, including the tax exempt policy. Maintains a hard copy of the monthly reconciliation in the departmental file system. (2) Receives checks from Financial Manager for processing, posting, and report documentation purposes. (3) Receives invoices for processing, payment, and report documentation purposes. (4) Coordinates requests for ordering equipment and supplies, as well as tracking supplies. Ensures all office equipment is in good working order.
- Ensures the smooth flow of office operations by performing tasks such as: (1) acquiring and distributing incoming postal and campus mail to department employees; processes outgoing mail; (2) maintaining IAC conference room, which includes the scheduling and ensuring the equipment is in good working condition. (3) greeting incoming visitors and answers multi-line department phone line while providing outstanding customer service.

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	
Some college; vocational or Associate's Degree	Degree in business.	and	5 years of	Professional support experience with at least 3 of those providing support at the executive-level. Legal experience preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of some basic accounting principles and basic math. Advanced knowledge and skills in providing executive support in a professional office.	

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.