AUBURN
Human Resources

Patent Administrator

Job Description

JOB INFORMATION

Job Code	HC74
Job Description Title	Patent 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, collaborates with IAC licensing officers to facilitate Auburn University IP protection, which includes Trademark, Copyright, and US and foreign patent prosecution, preparation of legal-type documents, IP docketing, tracking and payment of US and foreign maintenance and annuity fees, and development of SOPs pertaining to IP processes. Serves as point of contact for AU Innovator Portal invention disclosure submissions, as well as preparation of portal user manuals and training materials, and intellectual property records management and oversight.

RESPONSIBILITIES

- Administers activities relating to invention reporting, monitoring and maintaining patent portfolios, and providing input and assistance to licensing officers on matters related to US and foreign patent prosecution, trademark and copyright applications and registrations, and plant variety protection (pvp) applications and registrations. Principal contact within IAC on aspects of invention reporting and patent processes.
- Administers docketing of new maintenance and annuity fees, monitoring and reporting on upcoming deadlines, payment of US maintenance fees, and coordination of payment of foreign annuity fees with outside annuity firm.
- Determines department needs for student employees according to ongoing projects and activities, posts open student positions, interviews candidates, trains new student employees, schedules student work times, and coordinates student projects and activities.
- Monitors AU Innovator Portal to recommend changes or improvement, reports site issues to vendor for resolution, serves as point of contact for AU researchers regarding user IP management, tracking, and online submissions. Prepares user training and instructional materials for the AU Innovator, Department, and College Portals and provides updates as needed.
- Advises and/or assists schools/innovators with the preparation and submission of disclosures. Ensures accuracy of disclosures, people, and patent information in the database.

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	Degree in business, public administration or pre-law. A paralegal certification plus an Associates degree will substitute for a 4-year degree.	and	3 years of	Experience in University intellectual property management with increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of university intellectual property management and processes, intellectual property laws and regulations, as well as the Bayh-Dole Act.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.