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## Auburn University Job Description

Job Title:	<b>Exec Dir, Intellectual Property Exchange</b>	Job Family:	No Family
Job Code:	<b>HC72</b>	Grade RE15:	\$128,700 - \$257,400
FLSA status:	Exempt		

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### 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.

### Essential Functions

1. Provides overall management and proactive direction for the Intellectual Property Exchange 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.
2. 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.
3. 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.
4. 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.
5. Participates in local, regional, and national organizations, conferences, committees, and panels to enhance the image and reputation of Auburn University.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Business, Law, Engineering, Physical or Life Sciences.
<b>Experience (yrs.)</b>	10	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.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

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## **Auburn University Job Description**

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/18/2022

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