UNIVERSITY OF SOUTHERN CALIFORNIA

Licensing Specialist

Job Code: 123023

Grade: H
OT Eligible: Yes
Comp Approval: 6/21/2006

JOB SUMMARY:
Works with other licensing staff as part of a team to successfully market and license university-owned intellectual property.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

--- --- Supports licensing activities for individual inventions, from invention disclosure through license.
--- --- Supports marketing activities for individual inventions under the guidance of senior licensing staff, including identifying promising target markets, potential licensees, and customers.
--- --- Assists in review of patent and copyright licenses, material transfer agreements, non-disclosure agreements, etc.
--- --- Assist other licensing staff to provide customer service to faculty inventors, University administrators, and company representatives; answers questions, provides information, researches, investigates, and resolves problems.
--- --- Interfaces with researchers to clarify invention disclosures, write non-confidential descriptions, and update the database.
--- --- Interfaces with patent coordinator to assist with tracking patent bar dates.
--- --- Maintains a database of contacts and generates marketing reports.
--- --- Ensures compliance by University licensees.
--- --- Establishes and maintains department records and files and provides additional administrative support, as assigned.

Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  No  Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
  Bachelor's Degree
  Combined experience/education as substitute for minimum education

Minimum Experience:
  1 Year
  Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
  Strong computer skills, familiarity with science and engineering principles, and some market research experience required.

Preferred Education:
  Master's Degree

Preferred Experience:
  2 Years

Preferred Field of Expertise:
  Bachelor's or Master's degree in science, engineering, or quantitative field, or MBA with a technical background. Experience in marketing, licensing, intellectual property acquisition or distribution or other negotiated transactions in a university or start up setting preferred.

Skills: Administrative:
  Communicate with others to gather information
  Compose letters
  Establish filing systems
  Gather data
  Input data
  Maintain filing systems
  Prioritize different projects
  Research information
  Understand and apply policies and procedures
  Use computerized spreadsheets
  Use database and/or word processing software

Skills: Machine:
  Calculator
  Computer Network (Department or School)
  Computer Network (University)
  Computer Peripheral Equipment
  Fax
  Personal Computer
  Photocopier

Supervises: Level:
  May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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