UNIVERSITY OF SOUTHERN CALIFORNIA

Licensing Coordinator

Job Code: 123027

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

JOB SUMMARY:
Leads the marketing effort for university-owned intellectual property (IP) and works with senior staff and administrative staff as part of a team to successfully license the IP. Creates tools and procedures to increase the efficiency of the marketing and licensing function.

JOB ACCOUNTABILITIES:

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

**E/M/NA** | **% TIME** | Description
---|---|---
-- | -- | Supervises marketing activities for individual inventions, including identifying promising target markets, potential licensees, and customers.
-- | -- | Coordinates licensing activities for individual inventions, from invention disclosure through license, as assigned.
-- | -- | Reviews patent and copyright licenses, material transfer agreements, non-disclosure agreements, etc. Assures agreements are in compliance with university policies and applicable laws.
-- | -- | Writes, negotiates and coordinates signature of material transfer agreements, non-disclosure agreements, and royalty sharing agreements, as assigned.
-- | -- | Designs programs and methods for monitoring compliance by university licensees and supervises any required collection or other compliance action.
-- | -- | Provides 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.
-- | -- | Provides leadership and guidance to staff, student workers, and interns to help with marketing and licensing activities, as appropriate. Schedules, assigns or prioritizes workloads. Sets appropriate deadlines.
-- | -- | Interfaces with patent coordinator to assist with tracking patent bar dates.
-- | -- | Supervises the creation and maintenance of the licensing contact database and the generation of marketing reports by license specialists.
-- | -- | Establishes and maintains department records and files and provides additional administrative support, as assigned.

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

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:

2 Years
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. Experience in marketing, licensing, intellectual property acquisition or distribution or other negotiated transactions in a university or start up setting.

Preferred Education:

Master's Degree

Preferred Experience:

4 Years

Preferred Field of Expertise:

Bachelor’s or Master’s degree in science, engineering, or quantitative field, or MBA with a technical background.

Skills: Administrative:

Compose letters
Coordinate work of others
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: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Creative writing and editing
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Organization
Planning
Problem identification and resolution
Scheduling
Teaching/Training

Skills: **Machine:**

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

**Supervises: Level:**

Leads employees performing similar work on a project basis
May oversee student, temporary and/or casual workers.

**Supervises: Nature of Work:**

- Administrative
- Clerical/Secretarial

**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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