



USC University of
Southern California

Assistant Director, Licensing Job Description

JOB INFORMATION

<i>Job Code:</i>	123017
<i>Job Title:</i>	Assistant Director, Licensing
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees who do not supervise.
<i>Job Family:</i>	Patents/Licensing
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Responsible for directing the scientific and commercial evaluation of promising new technology disclosures, crafting strategic national and international patent strategies and marketing plans, and actively engaging with the commercial marketplace to ensure university technologies are made available for the public good. Evaluates potential licenses, develops commercialization strategies, and determines the level of need for the protection of university intellectual property. Responsible for supporting and consulting with university inventors, enhancing the reputations of the university and the department, and maintaining existing university licensing agreements. Identifies potential conflicts of interest and oversees licensing compliance, directly supervising all assigned staff and maintaining current knowledge in the field of specialty.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Engineering	Or
X		Bachelor's degree	General Science	
	X	Doctorate		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years		
	X	7 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated experience in negotiation, licensing, or business development experience for early stage technology/research in a corporate or university setting.
X		Requires a high degree of technical and business expertise, including an understanding of start-ups, management or very early stage inventions and partnership development.
X		Requires understanding of the research and technology development process and at least five years related industry experience.
X		Comprehensive understanding of patent law and prosecution strategy.
X		Experience in technology marketing, evaluation and new technology valuation or acquisition in a university and industry setting.
X		Expertise in current market conditions and trends for patents and commercial licensing agreements.
X		Proven ability to establish and sustain effective partnerships.
	X	Direct experience in licensing and business development in both academic and corporate environments.
	X	Experience with start-ups and new product development.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Licensing Professional credential.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Evaluates the commercial potential, viability and patentability of new inventions, technology and intellectual property, identifying new uses, potential markets, market sizes and competing technologies through the use of personal knowledge of emerging technologies, information developed from network of experts, online databases, internal tools and programs.				
Scouts internal research programs to identify opportunities, educates and influences inventors on how to get to the next commercial value inflection point, to facilitate deal making of derisked assets. Understands early product development processes.				
Evaluates potential licensees and development teams to evolve licensing strategies considering the market data, interest and longer term public benefit, and human factors associated with individual cases. Determines whether the public and the university is best served by licensing an invention exclusively to an established corporation or an interested start-up, attempting to assemble a startup team, or licensing broadly on a nonexclusive basis.				
Independently develops and implements commercialization strategies for a portfolio of technologies, identifies and cultivates qualified companies as potential licensees and evaluates business and marketing plans. Proposes financial terms (e.g., upfront licensing fees, running royalty rates, due diligence milestones) to ensure that the licensee is required to make an effort sufficient to commercialize the technology. Negotiates, drafts, and executes confidential disclosure agreements, options, and licenses.				
Actively supports and consults with university Inventors regarding their innovations. Educates and advises faculty and staff about Intellectual property generally and specifically as it relates to university policies and commercialization. Encourages faculty, staff and students to complete invention disclosures and use the services of the department. Develops and facilitates deep partnerships with multiple stakeholders including faculty and researchers, individual and institutional partners, investors and entrepreneurs to drive the department vision and realize maximum value from university technologies				
Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Determines necessity for intellectual property protection for each invention using a comprehensive understanding of patent law and prosecution strategy. Makes decisions regarding ongoing prosecution and maintenance.				
Enhances the reputations of the university and the department through participation and leadership in relevant associations and committees both internally and externally. Represents the university to the general public, as assigned. See				
Maintains and expands existing license agreements and relationships as appropriate. Assists with the development or strategy to address licenses when in default. Oversees complex and contentious post-deal compliance matters in collaboration with relevant stakeholders.				
Identifies conflicts of interest associated with activities related to assigned inventions, including licensing, research, and human clinical trials, and provides guidance in disclosing and seeking administrative approval relating to those conflicts.				
Maintains currency and complies with university and department policies, state, and federal laws and regulations, including those that relate to the patenting and licensing of university technologies.				
Assists in the development and implementation of improved office systems and procedures as required. Ensures office data base is maintained current with all data related to assigned inventions and agreements.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.