



**USC** University of  
Southern California

## Associate Director, Licensing Job Description

### JOB INFORMATION

<i>Job Code:</i>	123018
<i>Job Title:</i>	Associate Director, Licensing
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Supervises student, temporary and/or resource workers.
<i>Job Family:</i>	Patents/Licensing
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

This position is 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 that university technologies are made available for the public good. The Associate Director, Licensing evaluates potential licenses, develops commercialization strategies, and determines the level of need for the protection of university intellectual property. The position is responsible for supporting and consulting with university inventors, enhancing the reputations of the university and respective school/division, and maintaining existing university licensing agreements. The Associate Director, Licensing identifies potential conflicts of interest and oversees licensing compliance, all while directly supervising all assigned staff and maintaining current knowledge in the field of specialty. Typically, this position is responsible for a portfolio of higher complexity that requires high degree of technical and business expertise, including an understanding of start-ups, management or very early stage inventions and partnership development.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### 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		Five years of industry experience.
X		Demonstrated experience in negotiation, licensing, or business development experience for early stage technology/research in a corporate or university setting.
X		Demonstrable high degree of technical and business expertise, understanding of start-ups, management or very early-stage inventions and partnership development and the research and technology development process 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	Track-record of successful licensing management in the Life Sciences arena (e.g., biotechnology, pharmaceuticals, medical devices, and diagnostics).
	X	Direct experience in licensing and business development in both academic and corporate environments.
	X	Experience directly supervising staff in an academic licensing environment.
	X	Experience with start-ups and new product development.
	X	Certified Licensing Professional credential.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Evaluates potential licensees and development teams to evolve licensing strategies considering 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 non-exclusive basis.				
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. 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, and 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.				
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 de-risked assets. Understands early product development processes. 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, on-line databases, internal tools and programs.				
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, (e.g., workforce planning and compensation recommendations). Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
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 USC Stevens. Develops and facilitates deep partnerships with multiple stakeholders to drive the department vision and realize maximum value from the university technologies.				

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

**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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	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.