



USC University of
Southern California

Associate, Technology Licensing Job Description

JOB INFORMATION

Job Code:	123012
Job Title:	Associate, Technology Licensing
FLSA Status:	Exempt
Supervisory:	
Job Family:	Patents/Licensing
Job Family Group:	Research and Grants Administration
Management Level:	7 Individual Contributor

JOB SUMMARY

Under general supervision, assists in the administration of intellectual property related protection, marketing, and licensing of non-complex agreements in support of university IP and inventions.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	in related field(s)

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	Or
X		1 year	
	X	1 year	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Bachelor's degree in a scientific or engineering discipline.
X		Technology commercialization knowledge or experience.
X		Demonstrated financial management skills and software proficiency.
X		Excellent interpersonal, written and oral communication skills, and attention to detail.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated ability to take initiative, prioritize workloads, follow up with relevant stakeholders and work independently.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Licensing Professional or Registered Technology Transfer Professional certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Prepares basic agreements (e.g., royalty sharing, confidentiality, data use, material transfer, reagent licenses) utilizing defined criteria.				
Performs market analysis for inventions, identifying potential licensees through market research, competitive analysis, patent landscape analyses and other means.				
Prepares non-confidential abstracts based on invention disclosures, technical publications, and input from inventors.				
Creates records, maintains database, and performs data entry as needed to assure database system is kept current and up to date. Establishes electronic files and updates databases, tracking evaluation, patenting, marketing, and management functions for inventions. Prepares reports, as assigned.				
Schedules meetings with inventors; prepares correspondence related to inventor and licensee inquiries, providing administrative and clerical support related to these licensing activities to leadership.				
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. Actively engages underrepresented groups to increase diversity in the university community.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
Campus Security Authority (CSA)			Essential:
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/			

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.