



USC University of
Southern California

Director, Technology Licensing Job Description

JOB INFORMATION

<i>Job Code:</i>	123019
<i>Job Title:</i>	Director, Technology Licensing
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Patents/Licensing
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Provides oversight and strategic direction for licensing and patent-related activities. Leads initiatives and programs fostering entrepreneurship, innovation, and commercialization. Responsible for increasing private-sector engagement that leads to adoption of university innovations.

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	in related field(s)

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		7 years	Seven years' technology commercialization experience, with proven evidence of leading and executing at least 100 moderate and complex licensing deals.
X		3 years	Three years' experience directing and supervising staff responsible for patenting, marketing, and licensing IP.
	X	10 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Bachelor's degree in a scientific or engineering discipline.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated record of substantial achievement in terms of technology transfer and the application of IP principles impacting institutions of higher education.
X		Advanced expertise in contract and patent laws, university policies, and industry and regulatory requirements.
X		Demonstrated financial management skills and proven knowledge of intellectual property law.
X		Highly proficient with IP systems, policies and standard operating procedures.
X		Management experience in corporate, academic, startup, and/or entrepreneurial settings with technology transfers, business development, intellectual property management, and related activities.
X		Advanced leadership skills, able to influence, negotiate, and interact with internal constituencies, external business partners, and senior leadership.
X		Excellent interpersonal, written and oral communication skills, with expert attention to detail.
X		Advanced ability to establish priorities, leading and owning time-sensitive and complex projects from inception to completion.
X		Experience organizing and conducting training and educational workshops on IP and technology transfers.

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
	X	Certified Licensing Professional or Registered Technology Transfer Professional certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and implements strategic plans, mission, and organizational goals for new programs and initiatives supporting innovation, entrepreneurship, and commercialization.				
Directs licensing and corporate collaboration staff/teams, providing leadership and career/professional development. Advises leadership on programming and policy development. Plans travel and patent budgets. Stays current with changes in laws, regulations, and technologies which may affect operations.				
Oversees licensing databases and documentation. Creates records, performs data entry, and prepares reports as needed/assigned.				
Responsible for managing relationships with inventors and relevant stakeholders (e.g., licensees, sponsors), providing support and guidance for varied activities (e.g., patenting, startups).				
Leads the identification and management of potentially infringing IP. Works with the Office of General Counsel to develop and implement strategies for any needed legal resolutions.				
Responsible for building awareness of IP policies and commercialization across the university. Organizes educational outreach and actively engages underrepresented groups to increase diversity in the university community. Attends, organizes, moderates and/or speaks at licensing conferences and relevant networking events, representing the university.				
Accountable for performance of assigned staff/teams. Responsible for recruiting, screening, hiring, coaching, and retaining staff. 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>
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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/	Yes

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.