



# Materials Transfer Agreement Admin, Senior Job Description

## JOB INFORMATION

<i>Job Code:</i>	123035
<i>Job Title:</i>	Materials Transfer Agreement Admin, Senior
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Patents/Licensing
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Has responsibility for negotiating materials transfer contracts and agreements and maintaining the integrity of the Material Transfer Agreement program. Negotiates and reviews terms and conditions of final proposed agreements for incoming research materials or for the bilateral transfer of materials. Provides advice and direction to faculty involved in out-going material transfers and bailment agreements. Develops training programs and information materials for faculty and administrators involved in the transfer of research materials. Reports to Director of Licensing.

## JOB QUALIFICATIONS:

### Education

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

### 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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

### 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience related to faculty research interest in materials transfer agreements, intellectual property and/or university or non-profit patent and/or contracting policies and guidelines.
X		Demonstrated skills in and ability to negotiate effectively to successfully represent the university's position regarding protection of intellectual property and faculty research interest in materials agreements.
X		Demonstrated understanding of scientific fields, primarily in medicine and the physical sciences.
X		Ability to comprehend and utilize legal, medical and scientific terminology.

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Performs analysis and evaluation of agreements for the transfer of research materials into the university. Evaluates agreements for conformance with university policy. Negotiates and revises contracts and agreements for the transfer of research materials including clauses such as definition of materials, intellectual property, indemnification, limitation of liability, and publications.				
Communicates with university faculty, licensing associates, and contracts and grants administrators regarding potential conflicts with funding sources, use of additional materials from third parties, potential for inventions, data rights, term of use, indemnification and publications. Presents alternatives and discusses ramifications of definitions of terms contained within the agreement on a faculty member's research program. Keeps faculty apprised of status of agreements under negotiation.				
Communicates with representatives from for-profit corporations, non-profit organizations, and other universities regarding issues related to university policy.				
Researches sources of research support, both public and private, received by faculty requesting material transfers.				
Consults with USC Stevens Director and Assistant Director of Licensing to analyze complex and ambiguous language in contracts proposed for transfer of materials. Develops alternative language in consultation with same parties. Reviews agreements with Director and Assistant Director of Licensing, as appropriate, and coordinates issues related to previously or concurrently licensed technology.				
Presents a formal summary of the proposed agreement to the Director of Licensing or Associate Director of Licensing, as appropriate. Informs management of issues associated with the proposed transfer, information about other collaborations with the same materials source, the faculty member's related activities and research, alternative plans for obtaining the materials, etc.				
Educates and provides general advice/counsel to university staff and faculty on material transfer procedures, intellectual property concepts, and requirements related to securing and developing research properties. Prepares documents and correspondence on a broad range of issues relating to material transfer agreements.				
Obtains information on issues related to a specific transfer agreement or researches specific policy issues related to the transfer of materials in general for special projects.				
Reviews and monitors university and sponsor policies relating to research materials, use, publication, confidentiality, term and termination, indemnification and intellectual property protection. Serves as faculty resource during preliminary discussions with potential sources of research of materials.				
Develops training programs and informational materials, on a regular basis, for campus faculty and administrators involved in the transfer of research materials. Conducts training programs, as appropriate. Focuses on issues and problems related to incoming material transfer agreements and the possible adverse affects on an investigator's research of accepting materials into their labs under undesirable terms.				
Oversees the development and maintenance of material transfer agreement database including entering information on active and inactive material exchange documents. Prepares quarterly and annual reports to USC Stevens administrators in a timely and accurate fashion.				
Oversees the maintenance and management of file documentation to assure completeness for audit and patent documentation purposes.				
Assists with maintaining USC Stevens website with information and forms associated with material transfer agreements.				
Provides leadership, guidance and direction to staff and/or student workers. Schedules and assigns work and set priorities. Demonstrates techniques, equipment or procedures to others. Trains employees as needed.				

## 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>			

## 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.