



**USC** University of  
Southern California

## Licensing Associate Job Description

### JOB INFORMATION

<i>Job Code:</i>	123015
<i>Job Title:</i>	Licensing Associate
<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

Evaluates the commercial potential of university inventions (patentable ideas, commercializable concepts and procedures, tangible research property, software, and biological materials) by interacting with university inventors and relevant industry. Markets new technology to potential industrial partners and start-ups utilizing effective marketing techniques including telemarketing, site visits, conference attendance, and leveraging existing licensee and inventors contacts. Negotiates license, partnership, and development agreements with licensees. Performs intellectual property licensing duties under the supervision of the Director of Licensing and in collaboration with Senior Licensing Associates.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			Engineering	Or
X			in related field(s)	
	X	Master's degree		In
	X		Engineering	Or
	X		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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		2 years	in sales, marketing, contract, patent, or licensing.	
	X	3 years	in licensing.	

#### 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		Understanding of the research and technology development process.
	X	Licensing technology/research in corporate or university setting.
	X	Knowledge of patent and contract law.
	X	Experience with start-ups and new product development.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Educates and advises faculty and staff about intellectual property generally and specifically as it relates to USC policies and USC ownership. Makes public presentations and participates in informational seminars, as required by office leadership. Encourages faculty, staff and students to complete inventions disclosures and use the services of USC Stevens.				
Reviews and evaluates the commercial potential of USC inventions by interacting with USC inventors and relevant industry, relying on personal experience, and managing preliminary patentability studies, to determine best means of intellectual property protection.				
Researches and collects data on markets and corporations to identify potential licensees that have the highest probability of successfully commercializing an invention. Markets new technology to potential industrial partners and start-ups utilizing effective marketing techniques, including telemarketing, site visits, conference attendance, and leveraging existing licensee and inventors contacts. Identifies entities interested in licensing and developing a particular Invention ensuring that appropriate nondisclosure agreements are in place when confidential information is involved or as otherwise necessary.				
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 start-up team, or licensing broadly on a nonexclusive basis.				
Negotiates and oversees execution of license and other agreements relating to USC inventions, including development of financial terms, problem solving and collaborating to identify terms that address the interests of all stakeholders and the drafting of clear and concise business terms that promote the rapid development of the invention. Ensures that appropriate language is included so that the invention is not transferred inappropriately to a third party or the licensee. Interacts with the Office of the General Counsel to ensure that the university is appropriately protected with liability, representations and other legal provisions.				
Collaborates with the Department of Contracts and Grants regarding intellectual property terms associated with sponsored project agreements.				
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 and expands existing license agreements and relationships as appropriate. Assists with the development of strategy to address licenses when in default.				
Collaborates with the Office of the General Counsel to develop a resolution strategy for potential infringement of assigned inventions.				
Maintains currency and complies with university and department policies, state, and federal laws and regulations including those that relate to the patenting and licensing university technologies.				
Establishes and maintains professional currency through participation and leadership in relevant associations and committees both internally and externally. Represents USC and USC Stevens to the general public, as required by office leadership.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Identifies licensees that should be audited and manages any related audit.				
Assists in the development and implementation of improved office systems and procedures as required. Oversees office data base currency with all data related to assigned inventions.				

## 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.