



Contracts Manager, Intellectual Property Job Description

JOB INFORMATION

<i>Job Code:</i>	123037
<i>Job Title:</i>	Contracts Manager, Intellectual Property
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May supervise staff, student, temporary or resource 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

Serves as the central resource for reviewing intellectual property (IP) terms of all contractual relationships involving non-standard IP terms. Negotiates revisions to terms and obtains any necessary approvals. Assists in the drafting and negotiating license agreements. Reviews, negotiates and finalizes material and data transfer/use agreements and confidential disclosure agreements.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Juris Doctor (JD)	

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		2 years	with intellectual property licensing and compliance.
	X	4 years	in a university research or technology transfer environment.

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		Experience in and proven ability to effectively negotiate IP license and option terms.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Understanding of university intellectual property policies.
X		Working knowledge of applicable legal terms and conditions, and the ability to analyze business practices in light of contractual requirements.
X		Ability to interpret and apply applicable federal, state, and local laws (including the Bayh-Dole Act), regulations, and policies.
X		Demonstrated analytical and reading comprehension skills, with proven attention to detail for managing multiple projects simultaneously and consistently meeting deadlines.
X		Excellent oral and written communication skills, and an ability to teach or train others.
X		Strong organizational and problem-solving skills.
X		Ability to work with USC leadership and with internal and external staff and stakeholders of varied seniority levels, but frequently at senior levels within their organizations.
X		Demonstrated interpersonal skills to help foster trust, collaboration, transparency, and accountability with individuals and groups from diverse backgrounds and potentially conflicting interests.
	X	Proven ability to effectively negotiate IP license and option terms, and influence parties with competing interests.
	X	Substantial knowledge of and proven ability to interpret and apply applicable external regulations and laws (including the Bayh-Dole Act), and university policies that apply to management and protection of intellectual property and an ability to analyze business practices in light of contractual requirements.
	X	Ability to gather information in order to analyze complex issues and formulate logical and objective conclusions and alternative solutions.
	X	Demonstrated analytical and reading comprehension skills, with proven attention to detail for managing multiple projects simultaneously and consistently meeting deadlines.
	X	Working knowledge of university department structures at a major research university sufficient to understand their needs and organizational requirements in order to accurately present the same to third parties.
	X	Excellent oral and written communication skills, and an ability to supervise, teach and/or train others.
	X	Strong organizational and problem-solving skills.
	X	Ability to work with USC leadership and with internal and external staff and stakeholders of varied seniority levels.
	X	Demonstrated interpersonal skills to help foster trust, collaboration, transparency, and accountability with individuals and groups from diverse backgrounds and potentially conflicting interests.

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X		Certified Licensing Professional (CLP) certification.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Designs and implements procedures and services for the office and campus community to streamline the negotiation and processing of material transfer agreements (MTAs), Data Transfer Agreements (DTAs) and Confidential Disclosure Agreements (CDAs).				
Collaborates with the Department of Grants and Contracts, Office of General Counsel, Advancement, Procurement, Clinical Trials Office, Office of Ethics and Compliance, and other university offices regarding intellectual property terms in the contracts/agreements for which those offices are primarily responsible.				
Interacts internally with faculty and staff and externally with senior personnel with industry sponsors, and grantee organizations to facilitate negotiations, resolution of IP issues and finalizing of agreements. Leads negotiations with third party sponsors to resolve negotiate and resolve complex issues involving the grant of IP rights in a variety of contracts and drafts acceptable contract language.				
Drafts complex clauses, agreements or other documents of a legal or contractual nature and provides guidance and assistance to other contract administrators in this activity. Prepares summaries of exceptional IP and other agreement terms for escalation and approval by senior management. Prepares written acknowledgment				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
of approved exceptional terms for signature by principal investigator and internal research participants.				
Identifies conflicts of interest associated with activities related to contracts being negotiated and provides guidance in disclosing and seeking administrative approval related to those conflicts. Educates and advises faculty, staff and students about intellectual property generally and specifically as it relates to USC policies and USC ownership of IP. Makes public presentations and participates in informational seminars.				
Maintains working knowledge of university-based technology transfer, including intellectual property law and legal issues affecting protection, use, licensing and exploitation of patentable inventions and other university intellectual property. Possesses and maintains in depth understanding of USC policies governing and effecting ownership of university IP.				
Establishes and maintains professional currency through participation and leadership in relevant associations and committees both internally and externally. Provides leadership and guidance to assigned administrators and conducts training as required to ensure professional currency. Represents USC and USC Stevens to the general public.				

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: 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/			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.