



Executive Director, USC Stevens Center for Innovation Job Description

JOB INFORMATION

<i>Job Code:</i>	199090
<i>Job Title:</i>	Executive Director, USC Stevens Center for Innovation
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	5 Administrator
Executive Director, USC Stevens Center for Innovation	

JOB SUMMARY

Develops, implements, and leads a management strategy for the USC Stevens Center for Innovation to increase, improve, and accelerate the commercialization of university-driven intellectual property (e.g., licenses, patents, joint ventures, etc.). Manages ongoing licenses; leads efforts to identify, evaluate, and market new technologies and inventions; facilitates crafting, negotiating, and securing license agreements; provides training opportunities for faculty, students, and staff; and develops and manages relationships with internal and external stakeholders and industry partners.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		Or
X		Juris Doctor (JD)		
	X	Doctor of Philosophy (PhD)		

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		10 years		
X		10 years	of relevant experience in the management and marketing of intellectual property, with broad expertise in academic technology transfer and a network that enables marketing and licensing of intellectual property to established and startup companies.	
	X	12 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		Demonstrable track record of effective leadership and the ability to effectively engage with innovators, companies, and investors.
X		Hands-on experience with market assessment, regulatory review, and commercial risk assessment for academic intellectual property.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops, implements, and leads a management strategy for the USC Stevens Center for Innovation to increase, improve, and accelerate the commercialization of university-driven intellectual property (e.g., licenses, patents, royalties, contract research, joint ventures, etc.). Develops and implements policies and procedures for technology transfer and licensing, future patent prosecution, and technology commercialization. Consistently reviews the university's patent portfolio and implements management strategies for underexploited intellectual property. Establishes and tracks metrics to document success in technology transfer and commercialization efforts and ensures compliance with government regulations and with obligations to research sponsors and other partners throughout operations.				
Manages the center's licensing, startup, and entrepreneurial functions and serves as a liaison to the business and research community. Leads efforts to identify, evaluate, and market new technologies and inventions from faculty, staff, and students. Leads and participates in entrepreneurship activities on campus and identifies opportunities to support translational research. Identifies and facilitates opportunities to coordinate and integrate technology transfer activities with the activities of incubators and other new ventures.				
Identifies and engages commercialization and industry partners. Facilitates crafting, negotiating, securing, and executing license agreements (e.g., sponsored research, confidentiality, material transfer, etc.) and manages ongoing active licenses. Administers completed contracts (e.g., management of financial terms, invoicing, monitoring of milestones, etc.).				
Provides intellectual property and technology transfer education and training opportunities for faculty, students, and staff. Advises on, and contributes to, the development of university policies in respect to intellectual property considerations. Develops and implements consultation and advising services for university stakeholders. Benchmarks peer institutions' interpretation of regulations and methods of meeting similar obligations; monitors national trends in research; and provides input representing the university on proposed regulations.				
Develops and manages relationships with industry partners, external public- and private-sector entities (e.g., federal and state agencies, national research centers, and foundations), and other external stakeholders. Attends and represents the university at national meetings concerning technology transfer, commercialization, licensing, and intellectual property and communicates the impact and value of the center's activities to internal and external stakeholders. Stays current with industry trends and best practices in technology transfer and licensing. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

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	Yes	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

Other Requirements

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