

UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Patent Advisor

Job Code: 123009

Grade:	L
OT Eligible:	No
Comp Approval:	3/21/1994

JOB SUMMARY:

Serves as key resource for research community in areas of intellectual properties. Ensures protection of intellectual property generated from the University's research through the patenting and software copyright process. Participates in licensing negotiations.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	Conducts license/option negotiations on behalf of University's interests in inventions in conjunction with University marketing consultants.
_____	_____	Identifies, reviews and analyzes inventions. Oversees the filing prosecution and maintenance of domestic and foreign patents on the University's behalf.
_____	_____	Negotiates confidential disclosure agreements (non-disclosure agreements) with potential licensees within institutional guidelines.
_____	_____	Negotiates terms of multi-institutional intellectual property agreements within institutional guidelines.
_____	_____	Participates in informational seminars on patent topics for University faculty. Makes formal presentations in the area of intellectual properties.
_____	_____	Writes text for Technology Transfer newsletter.
_____	_____	Oversees marketing database function and coding of specific technologies. Develops, installs and oversees the office central database system.
_____	_____	Identifies and analyzes policy issues relating to intellectual property. Coordinates communications and activity among investors, patent counsel and University counsel.
_____	_____	Projects and monitors legal expenses and prepares related reports. Monitors and evaluates performance of external patent counsel.
_____	_____	Provides leadership and guidance to office personnel. Assists in resolving problems and provides policy or procedural interpretation for matters which are not clear.
_____	_____	Ensures compliance with government regulations for reporting of inventions generated by funded research. Asserts University's interest in inventions arising from such research. Coordinates return of University rights to inventors/federal funding agencies.
_____	_____	Monitors and oversees agreements, royalty distributions and related reporting.
_____	_____	Conducts patent and literature computer searches and analyzes results.
_____	_____	Maintains professional currency in the field. Represents the department at professional and University meetings, seminars and conferences.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY REPSONSE/RECOVERY:

Essential: No

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 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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's Degree

Minimum Experience:

5 Years

Minimum Field of Expertise:

Science, engineering or other technical fields.

Preferred Education:

J.D.

Master's Degree

Preferred Field of Expertise:

Advanced training or experience in patent prosecution or patent law

Skills: Other:

Analysis

Assessment/evaluation

Communication -- written and oral skills

Interpretation of policies/analyses/trends/etc.

Knowledge of applicable laws/policies/principles/etc.

Lead/Guidance Skills

Marketing

Negotiation

Organization

Planning

Problem identification and resolution

Skills: Machine:

Calculator

Personal Computer

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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