

UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Director, Licensing

Job Code: 123017

OT Eligible: No

Comp Approval: 5/26/2017

JOB SUMMARY:

This position is responsible for directing the scientific and commercial evaluation of promising new technology disclosures, crafting strategic national and international patent strategies and marketing plans, and actively engaging with the commercial marketplace to ensure that university technologies are made available for the public good. The Assistant Director, Licensing evaluates potential licenses, develops commercialization strategies, and determines the level of need for the protection of university intellectual property. The position is responsible for supporting and consulting with university inventors, enhancing the reputations of the university and the USC Stevens Center for Innovation, and maintaining existing university licensing agreements. The Assistant Director, Licensing identifies potential conflicts of interest and oversees licensing compliance, all while directly supervising all assigned staff and maintaining current knowledge in the field of specialty.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	Evaluates the commercial potential, viability and patentability of new inventions, technology and intellectual property, identifying new uses, potential markets, market sizes and competing technologies through the use of personal knowledge of emerging technologies, information developed from network of experts, on-line databases, internal tools and programs.
_____	_____	Scouts internal research programs to identify opportunities, educates and influences inventors on how to get to the next commercial value inflection point, to facilitate deal making of derisked assets. Understands early product development processes.
_____	_____	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 startup team, or licensing broadly on a nonexclusive basis.
_____	_____	Independently develops and implements commercialization strategies for a portfolio of technologies, identifies and cultivates qualified companies as potential licensees and evaluates business and marketing plans. Proposes financial terms such as upfront licensing fees, running royalty rates, and due diligence milestones to ensure that the licensee is required to make an effort sufficient to commercialize the technology. Negotiates, drafts, and executes confidential disclosure agreements, options, and licenses.

- _____ _____ Actively supports and consults with university Inventors regarding their innovations. Educates and advises faculty and staff about Intellectual property generally and specifically as it relates to university policies and commercialization. Encourages faculty, staff and students to complete invention disclosures and use the services of USC Stevens. Develops and facilitates deep partnerships with multiple stakeholders including faculty and researchers, individual and institutional partners, investors and entrepreneurs to drive the department vision and realize maximum value from University technologies.
 - _____ _____ Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.
 - _____ _____ Determines necessity for intellectual property protection for each invention using a comprehensive understanding of patent law and prosecution strategy. Makes decisions regarding ongoing prosecution and maintenance.
 - _____ _____ Enhances the reputations of the university and USC Stevens Center for Innovation through participation and leadership In relevant associations and committees both internally and externally. Represents the university to the general public, as assigned. Seeks to advance job knowledge through active participation in conferences, lectures and other career specific networking events. Establishes, maintains and grows an active network with industry contacts and strives to be the preferred partner. Participates in national meetings of licensing associations as speaker, workshop leader, committee member, officer, etc.
 - _____ _____ Maintains and expands existing license agreements and relationships as appropriate. Assists with the development or strategy to address licenses when in default. Oversees complex and contentious post-deal compliance matters In collaboration with USC Stevens Operations group.
 - _____ _____ 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 currency and complies with university and department policies, state, and federal laws and regulations, Including those that relate to the patenting and licensing of university technologies.
 - _____ _____ Assists In the development and implementation of improved office systems and procedures as required. Ensures office data base is maintained current with all data related to assigned inventions and agreements.
 - _____ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
- 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 RESPONSE/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

Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Bachelor's Degree in Science or Engineering. Demonstrated experience in negotiation, licensing, or business development experience for early stage technology/research in a corporate or university setting. Requires a high degree of technical and business expertise, including an understanding of start-ups, management or very early stage inventions and partnership development. Requires understanding of the research and technology development process and at least five years related industry experience. Comprehensive understanding or patent law and prosecution strategy. Experience in technology marketing, evaluation and new technology valuation or acquisition in a university and industry setting. Expertise In current market conditions and trends for patents and commercial licensing agreements. Proven ability to establish and sustain effective partnerships.

Preferred Education:

Doctorate

Preferred Experience:

7 years

Preferred Field of Expertise:

Direct experience in licensing and business development in both academic and corporate environments. Experience with start-ups and new product development. Certified Licensing Professional credential.

Skills: Other:

Analysis

Assessment/evaluation

Budget control

Budget development

Communication -- written and oral skills

Conflict resolution

Consulting

Counseling

Interpretation of policies/analyses/trends/etc.

- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Marketing
- Mediation
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Public speaking/presentations
- Scheduling
- Staff development

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

Supervises employees who do not supervise.

Supervises: Nature of Work:

- Administrative
- Clerical/Secretarial

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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