

UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Licensing

Job Code: 123019

Grade:	N
OT Eligible:	No
Comp Approval:	5/4/2007

JOB SUMMARY:

Directs the operation and administrative functions associated with intellectual property and related innovation services of the USC Stevens Licensing Team. Oversees administration, budget, marketing, educational outreach, policy development, accounting and reporting and strategic planning. Reports to the Vice Provost and Executive Director, USC Stevens Institute.

JOB ACCOUNTABILITIES:

<u>*E/M/NA</u>	<u>% TIME</u>	
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_____	_____	Directs the patent and licensing services, activities and projects. Encourages, facilitates and evaluates intellectual property disclosures for licensing by the University. Coordinates the patent application and prosecution process with external attorneys. Identifies strategies for commercialization of University technologies, including licensing to existing companies or to potential start-up companies.
_____	_____	Directly or indirectly manages all staff assigned to unit, usually through subordinate supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit hiring and salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit. Approves professional development activities.
_____	_____	Markets technologies to appropriate companies or funding sources through office website, databases and other outreach sources. Coordinates with researchers on commercialization strategy. Facilitates start-up companies.
_____	_____	Negotiates interinstitutional agreements if there are co-inventors at another institution allocating the responsibilities for expenses and activities. Ensures timely reporting of inventions to sponsors and monitors licensees
_____	_____	Interacts with Contracts and Grants, Office of the Provost, Office of the General Counsel and other University departments as needed. Interacts with senior management at various outside corporations, technology management programs at other institutions and local and national technology commercialization organizations.
_____	_____	Builds awareness of intellectual property policies and commercialization in office and with researchers, schools and departments. Organizes educational outreach including newsletters, seminars and the office website.
_____	_____	Resolves problems referred by professional staff and provides policy and regulatory interpretations as needed. Responds to requests from senior administrators and other University officials for assistance and expertise.
_____	_____	Oversees accounting and reporting of patent and licensing activity to University administrators.
_____	_____	Directs the development, enhancement and maintenance of information systems to support operations.

- _____ _____ Convenes technology review committees as required. Makes net royalty distributions to inventors and units.
 - _____ _____ Develops and administers budget. Analyzes budget and financial data for trends. Makes budgetary and resource allocation decisions. Provides financial status reports as needed.
 - _____ _____ Identifies and establishes contact with external public/private organizations to enhance support for commercialization of University technologies. Represents University in national organizations.
 - _____ _____ Maintains professional currency through active participation and leadership in associations and committees both internal and external to the University. Attends meetings, seminars and conferences. Makes formal presentations as needed.
 - _____ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. 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:

- Doctorate
- Combined experience/education as substitute for minimum education

Minimum Experience:

7 Years

Minimum Field of Expertise:

Directly related technology commercialization experience. Strong financial, management and leadership skills. Understanding and appreciation of the research enterprise in an academic institution as it relates to technology commercialization. Demonstrated ability to communicate with diverse audiences.

Preferred Experience:

10 Years

Skills: Other:

- Analysis
- Assessment/evaluation

- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
- Marketing
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Public speaking/presentations
- Research
- Scheduling
- Staff development
- Statistical analysis
- Teaching/Training

Skills: Machine:

- Computer Network (Department or School)
- Computer Network (University)
- Personal Computer

Supervises: Level:

Manages through subordinate supervisors

Supervises: Nature of Work:

- Administrative
- Professional/Paraprofessional

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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