

## Posting Preview

### Job Requisition

Requisition Number:	03018772
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	04-10-2017
Closing Date:	
Position:	INTELLECTUAL PROPERTY ASSISTANT
Payroll Title	_____ ASSISTANT III
Number of Positions:	1
Salary:	\$20.64 - \$29.60/HR
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Non-Exempt
Union/HEERA Representation:	
Department:	TECHNOLOGY TRANSFER CENTER - 061801
Department Description:	<p>The Office of Research (OR) is charged with advancing the research mission of the campus, which includes services and resources that enhance research and other creative endeavors, relationships with government and industry, policy compliance, and oversight of an infrastructure of organized research.</p> <p>OR's responsibilities and objectives are achieved under the overall leadership of the Vice Chancellor for Research through three units which work collaboratively with each other: 1) Research Administration, 2) Technology Management and Corporate Relations (TMCR) and 3) Interdisciplinary Research and Strategic Initiatives (IRSI). The Office of Research oversees over 22 organized research units, special research programs and projects, and central facilities with approximately 1,119 employees, \$114 million in annual expenditures across multiple fund sources, and annual recharge income activity of \$22 million. Office of Research also administers the campus' research support programs of approximately \$2.7 million annually. The central administration units of OR (Business and Finance, Human Resources, InnovationAccess, Institutional Review Board, Interdisciplinary Research Support, Marketing and Communications, OR Technology, Office of Corporate Relations, Research Compliance and Integrity and Sponsored Programs) are comprised of approximately 127 employees.</p> <p>InnovationAccess is a unit of Technology Management and Corporate Relations (TMCR). The goal of TMCR at UC Davis is to help transform today's research and development into tomorrow's successful businesses, ensuring that nascent technologies emerging from campus research will be the seed for tomorrow's successful products, services and economic development. InnovationAccess provides services that connect research to the marketplace and is focused specifically on</p>

	protecting and commercializing intellectual property as well as fostering entrepreneurship within the campus community.
Location:	Davis
<b>Position Details</b>	
Job Summary:	Reporting to the Executive Director, the Intellectual Property Assistant will assist the Executive Director primarily and also provide assistance as needed to IP Analysts, IP Officers, and Senior management of InnovationAccess by providing general office administrative support, facilitating the administration of intellectual property, including general file management, documentation processing, database maintenance, marketing assistance, and other general office support. The Intellectual Property Assistant coordinates all HR functions, outreach functions, and event planning for InnovationAccess.
Physical Demands:	Work at computer and keyboard for an extended period of time.
Work Environment:	Work occasional overtime to meet business needs.  UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.
<b>Qualifications</b>	
Minimum Qualifications:	<p>Experience providing administrative support in a high volume, time sensitive professional office environment.</p> <p>Organizational and time management skills to establish goals, set priorities, and manage deadlines.</p> <p>Skills to exercise good judgment and sensitivity with regard to persons and policy and to identify and manage sensitive/confidential work duties with discretion.</p> <p>Demonstrated excellent interpersonal, oral, and written skills to effectively communicate with faculty, staff, and outside business and professional contacts.</p> <p>Excellent computer skills including MS Word, MS Access, MS Excel, MS Access database and other databases.</p> <p>Demonstrated skill to produce correspondence, complex reports, forms and statistical data; ability to research, analyze, compile, organize and present information in a professional manner.</p> <p>Customer service experience to effectively facilitate requests, demands, complaints and inquires.</p> <p>Experience editing copy for correct grammar, spelling, and punctuation.</p>
Preferred Qualifications:	<p>Experience with the nature and operation of a major research university.</p> <p>Familiarity with campus-wide offices, administrative contacts, campus structure and resources.</p> <p>Knowledge of UC policies and practices pertaining to Intellectual Property.</p> <p>Skills to understand and use scientific terminology</p>

	Knowledge of corporate databases and other marketing references and materials. Knowledge of contract terminology.
Search Category:	All Jobs
Background Check:	Yes