

## Posting Preview

### Job Requisition

Requisition Number:	03018525
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	03-07-2017
Closing Date:	
Position:	MATERIAL TRANSFER AGREEMENT ANALYST
Payroll Title	INTELLECTUAL PROPERTY ANL 2
Number of Positions:	1
Salary:	\$5,466.67-\$10,783.33/MO
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	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:	<p>Under general supervision of the Senior Intellectual Property Officer, analyze, draft, negotiate, and prepare material and data transfer agreements, and related intellectual property agreements for signature. Develop/manage high-volume Transfer program template processes and agreements.</p> <p>Advise faculty, staff and students on material/data transfers, confidentiality and related law, policy and regulations for a public research university. Perform analytical projects and other duties related to intellectual property. Develop, use and maintain agreement database (currently Microsoft Access), providing extensive reports and analysis within UCD and to the Office of the President.</p>
Physical Demands:	Sit at a computer terminal for extended periods of time.
Work Environment:	<p>Work in an area where there is constant traffic and noise from office machines, telephones, and conversations.</p> <p>Work flexible schedule as needed to meet assigned responsibilities and provide lunch coverage for front desk.</p> <p>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.</p>
<b>Qualifications</b>	
Minimum Qualifications:	<ul style="list-style-type: none"> <li>-Experience analyzing, drafting and negotiating material and data transfer agreements, confidentiality agreements, other IP agreements and related documents for a land-grant research university, with direction from senior team members.</li> <li>-Knowledge to comprehend, use and explain legal and scientific terminology, IP laws, policies, regulations and guidelines, state, federal and international law relating to land-grant research universities.</li> <li>-Skills to communicate with university faculty, staff and students, and outside attorneys, paralegals, researchers and administrators (who may be in other countries).</li> <li>-Experience with Microsoft Outlook, Word, Access, and Excel, and tools necessary to research information on the Internet.</li> <li>-Skills to negotiate with others with a view to reaching an agreement.</li> <li>-Experience producing error-free and complete forms, correspondence, reports, and documents.</li> <li>-Skills to perform legal research and to find and compile data from a variety of reference/resource material pertaining to material and data transfer, confidentiality, copyright, licensing and IP in general.</li> <li>-Skills to work on analytical projects that are broad in nature, requiring originality and ingenuity, under direction of the senior team members.</li> <li>-Experience in critical analysis and writing in a professional environment.</li> </ul>

	<ul style="list-style-type: none"> <li>-Experience using organizational and time management skills to prioritize tasks, manage time, anticipate problems, manage multiple projects and meet multiple deadlines both independently and in teams in a high-volume environment.</li> <li>-Experience to analyze, draft and negotiate contracts for a land-grant research university, with direction from senior team members.</li> <li>-Skills and experience to comprehend, use and explain legal and scientific terminology, IP laws, policies, regulations and guidelines, state, federal and international law relating to land-grant research universities.</li> </ul>
Preferred Qualifications:	<ul style="list-style-type: none"> <li>-Experience with general University of California policies and practices.</li> <li>-Experience to communicate with university faculty, staff and students, and outside attorneys, paralegals, researchers and administrators (who may be in other countries) relating to IP.</li> <li>-Experience to negotiate with others with a view to reaching an agreement.</li> <li>-Experience to perform legal research and to find and compile data from a variety of reference/resource material pertaining to material and data transfer, confidentiality, copyright, licensing and IP in general.</li> <li>-Experience to work on analytical projects that are broad in nature, requiring originality and ingenuity, under direction of the senior team members.</li> <li>-Experience to work independently on individual assignments and work collaboratively on team assignments.</li> <li>-Experience to exercise discretion, integrity and sound judgment to manage and protect IP and confidential information.</li> <li>-Associate's degree or higher in a scientific discipline.</li> </ul>
Search Category:	All Jobs
Background Check:	Yes