## **Position Description**

Report Run Date     Oct 7 2019 4:44PM       Position Number:     02011799       UC Path Position #     40262833       Dept:     TECHNOLOGY TRANSFER CENTER - 061801       Position:     MATERIAL TRANSFER AGREEMENT ANALYST       Approved Payroll Title Code:     6237       Approved Payroll Title:     INTELLECTUAL PROPERTY OFCR 2       Approved Payroll Title:     INTELLECTUAL PROPERTY OFCR 2       Approved PSS Salary Grade:     PSS23       POSITION DETAILS     Under general supervision of the Senior Intellectual Property Officer analyze, draft, negotiate, and prepare material and data transfer agreements, and related intellectual property agreements or signature.       Job Summary:     Under general supervision of the Senior Intellectual property Officer analyze, draft, negotiate, and prepare material and data transfer agreements, advise faculty, staft and students on material/data transfer sconfidentiality and related law, policy and regulations for a public research university. Perform analytical projects and other duties related to intellectual property.       Job Summary:     Develop, use and maintain agreement database (currently Microsoft Access), providing extensive reports and analysis within UCD and to the Office of the President.       Campus Job Scope:     Positions Supervised:       Positions Supervised:     NA       Positions Supervised:     NA       Position supervised:     NA       Position supervised:     NA       Positions Supervised:     NA	Position Description	
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	governments. Work with other contracting units on campus relating to IP provisions in non-IP agreements. Work on special projects, assignments and work groups. Perform other related duties.
	25% DATABASE OPERATIONS AND REPORTING In a paper-less environment, develop, use and maintain the MTA Database (currently in Microsoft Access). Recommend and implement strategies for maximizing use of electronic tools in department operations. Extensive work with files, queries, and reports using the MTA Database, and with other computer tools such as Microsoft Excel and the UC Patent Tracking System (PTS). Provide extensive and high-level business and technical analysis and reporting in a high-volume office. Share responsibility with other MTA Analysts for mailbox duty, which includes triaging incoming agreement requests, assigning to designate MTA Analyst, creating and maintaining database records, and serving as the first point of contact for general inquiries.
Physical Demands:	Sit at a computer terminal for extended periods of time.
	Work in an area where there is constant traffic and noise from office machines, telephones, and conversations.
	Work flexible schedule evenings and weekends to meet operational needs.
Work Environment:	Provide lunch coverage for front desk.
	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.
Background Check:	Yes
QUALIFICATIONS	
	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.
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Minimum Qualifications:	agreements, confidentiality agreements, other IP agreements and related documents for a land-grant research university, with direction from senior team members. 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. Skills to communicate with university faculty, staff and students, and outside attorneys, paralegals, researchers and administrators (who may
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	<ul> <li>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>Skills to perform legal research and to find and compile data from a variety of reference/resource material pertaining to material and data</li> </ul>
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	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.	
	Experience with general University of California policies and practices.	
	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.	
Preferred Qualifications for Selection:	Skill to communicate with individuals of all cultures.	
	Experience to negotiate with others with a view to reaching an agreement.	
	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.	
	Experience to work on analytical projects that are broad in nature, requiring originality and ingenuity, under direction of the senior team members.	
	Associate's degree or higher in a scientific discipline.	
SIGNATURES		

## SIGNATURES

## Employee Date I have read this position description and understand its contents. Supervisor Date This position description accurately describes the essential responsibilities assigned to this position..

## **Department Head**

This position description accurately describes the essential responsibilities assigned to this position..

Date