

Position Description

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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 MSP Salary Grade:	
Approved PSS Salary Grade:	PSS23
POSITION DETAILS	
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.</p> <p>Develop/manage high-volume transfer program template processes and agreements. 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.</p> <p>Develop, use and maintain agreement database (currently Microsoft Access), providing extensive reports and analysis within UCD and to the Office of the President.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	NA
Essential Responsibilities:	<p>75% ANALYZE, DRAFT AND NEGOTIATE INTELLECTUAL PROPERTY (IP) AGREEMENTS; DEVELOP/MANAGE TEMPLATES FOR TRANSFER PROGRAMS; ADVISE FACULTY, STAFF AND STUDENTS ON MATERIAL/DATA TRANSFERS AND RELATED IP ISSUES</p> <p>Analyze, draft and negotiate and prepare complex material and data transfer and related agreements for signature by the Senior Intellectual Property Officer, ensuring compliance with foreign and domestic intellectual property laws, policies and guidelines; with UC principles, policies and guidelines; and avoiding conflict with commitments in existing agreements including sponsored research agreements and business agreements. Develop/manage high-volume transfer program template processes and agreements. Advise faculty, staff and students on publication, data, confidentiality and other IP issues, including related law, policy and regulations germane to a public research university. Communicate extensively at a variety of levels with faculty, staff and students, as well as researchers and legal representatives at other universities, nonprofit and commercial organizations, and foreign</p>

	<p>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.</p> <p>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.</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 evenings and weekends to meet operational needs.</p> <p>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>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>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.</p> <p>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.</p> <p>Skills to communicate with university faculty, staff and students, and outside attorneys, paralegals, researchers and administrators (who may be in other countries).</p> <p>Experience with Microsoft Outlook, Word, Access, and Excel, and tools necessary to research information on the Internet.</p> <p>Skills to negotiate with others with a view to reaching an agreement.</p> <p>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.</p> <p>Skills to work on analytical projects that are broad in nature, requiring originality and ingenuity, under direction of the senior team members.</p> <p>Experience conducting critical analysis and writing in a professional environment.</p>
	Experience to analyze, draft and negotiate contracts for a land-grant research university, with direction from senior team members.

Preferred Qualifications for Selection:	<p>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.</p> <p>Experience with general University of California policies and practices.</p> <p>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.</p> <p>Skill to communicate with individuals of all cultures.</p> <p>Experience to negotiate with others with a view to reaching an agreement.</p> <p>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.</p> <p>Experience to work on analytical projects that are broad in nature, requiring originality and ingenuity, under direction of the senior team members.</p> <p>Associate's degree or higher in a scientific discipline.</p>
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SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

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

Date

Department Head

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

Date