

## Position Description

### Position Description

Report Run Date	Sep 9 2019 4:50PM
Position Number:	02024365
Dept:	TECHNOLOGY TRANSFER CENTER - 061801
Position:	INTELLECTUAL PROPERTY OFFICER
Approved Payroll Title Code:	0338
Approved Payroll Title:	INTELLECTUAL PROPERTY OFFICER 3
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP26

#### **POSITION DETAILS**

**Job Summary:** Under direction of the Associate Director of Technology Transfer Services, manage UC Davis intellectual property for the benefit of the University's research and education mission and society in general. Responsible for patent case management, patenting and licensing UCD inventions in a number of scientific areas, with a primary emphasis in life sciences. Educate campus researchers about intellectual property protection; evaluate invention disclosures and secure appropriate intellectual property protection.

**Campus Job Scope:**

**Department Specific Job Scope:**

**Positions Supervised:** N/A

**Essential Responsibilities:**

MANAGE INTELLECTUAL PROPERTY 100%  
 Manage intellectual property for the benefit of the University's research and education mission, and society in general.  
 Educate campus researchers about intellectual property protection.  
 Evaluate invention disclosures and then secure the appropriate intellectual property protection.  
 Ensure intellectual property protection has a long-term benefit and can be managed capably from the financial and legal point of view.  
 Negotiate marketing and licensing agreements to develop mutually beneficial relationships with the private sector on behalf of the campus research community.  
 Establish industry-academia research collaborations, including research agreements.  
 Manage patent cases presently handled by TTS and cases that will be transferred in stages to UC Davis from the University of California's central Office of Technology Transfer.  
 Advise campus researchers on invention disclosures, procedures and UC intellectual property policies; evaluate invention disclosures; negotiate, draft and finalize confidentiality agreements, material transfer agreements, bailment agreements, license agreements and other agreements; assist on research agreements; marketing technologies; manage patent prosecution; and monitor existing licenses.  
 Manage patenting and licensing of UC Davis inventions in a number of scientific areas. It is anticipated that this position will have a primary

	emphasis in life sciences. Maintain extensive contact with researchers throughout the campus, licensing officials in the central Office of Technology Transfer and on other campuses, UC General Counsel, outside patent attorneys, and potential licensees.
Physical Demands:	
Work Environment:	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
<b>QUALIFICATIONS</b>	
Minimum Qualifications:	<p>Degree in related science, law or business or equivalent combination of experience and education with a strong emphasis in a related science.</p> <p>Experience with interpreting and managing complex agreements.</p> <p>Knowledge of patent and licensing law and practices.</p> <p>Experience negotiating and drafting license agreements, confidentiality agreements, bailments, letters of intent and options.</p> <p>Skills to evaluate, market, protect, and license life science and related inventions.</p> <p>Licensing experience in intellectual property.</p>
Preferred Qualifications for Selection:	<p>Advanced degree in life sciences or other related areas.</p> <p>Experience preparing and delivering educational presentations concerning the Technology Transfer Service's activities.</p> <p>Knowledge of sponsored research agreements and material transfer agreements.</p> <p>Organization, interpersonal, and communication skills.</p> <p>Written and oral communication, and negotiation skills.</p> <p>Experience working in a coordination or liaison role within higher education.</p>

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**