**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Patent Advisor**

**Job Code: 123007**

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**Grade:** K  
**OT Eligible:** No  
**Comp Approval:** 9/9/1993

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**JOB SUMMARY:**

Ensures protection of intellectual property generated from the University's research through the patenting process.

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**JOB ACCOUNTABILITIES:**

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.*

- **E/M/NA**  
  **% TIME**  

- ______ ______ Identifies, reviews and analyzes inventions. Oversees the filing, prosecution and maintenance of domestic and foreign patents on the University's behalf.

- ______ ______ Identifies and analyzes policy issues relating to intellectual property.

- ______ ______ Coordinates communications and activity among inventors, patent counsel and University counsel.

- ______ ______ Projects and monitors legal expenses and prepares related reports. Monitors and evaluates performance of external patent counsel.

- ______ ______ Ensures compliance with government regulations for reporting of inventions generated by funded research. Asserts University's interests in inventions arising from such research.

- ______ ______ Monitors and oversees agreements, royalty distributions and related reporting.

- ______ ______ Conducts patent and literature computer searches and analyzes results. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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**EMERGENCY RESPONSE/RECOVERY:**

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<thead>
<tr>
<th>Essential</th>
<th>No</th>
<th>Yes</th>
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<tr>
<td>In the event of an emergency, the employee holding this position is required to &quot;report to duty&quot; in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.</td>
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**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
2 Years
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
Science, Engineering or other technical field

**Preferred Education:**
Master's Degree

**Preferred Experience:**
3 Years

**Preferred Field of Expertise:**
Advanced training or experience in patent prosecution or patent law.

**Skills: Other:**
Analysis
Assessment/evaluation
Communication -- written and oral skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Marketing
Organization
Planning

**SIGNATURES:**
Employee: ____________________________ Date: ____________________________
Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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