UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Licensing

Job Code: 123019

Grade: N
OT Eligible: No

JOB SUMMARY:

Directs the operation and administrative functions associated with intellectual property and related innovation services of the USC Stevens Licensing Team. Oversees administration, budget, marketing, educational outreach, policy development, accounting and reporting and strategic planning. Reports to the Vice Provost and Executive Director, USC Stevens Institute.

JOB ACCOUNTABILITIES:

| % TIME | Directs the patent and licensing services, activities and projects. Encourages, facilitates and evaluates intellectual property disclosures for licensing by the University. Coordinates the patent application and prosecution process with external attorneys. Identifies strategies for commercialization of University technologies, including licensing to existing companies or to potential start-up companies. |

| % TIME | Directly or indirectly manages all staff assigned to unit, usually through subordinate supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit hiring and salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit. Approves professional development activities. |

| % TIME | Markets technologies to appropriate companies or funding sources through office website, databases and other outreach sources. Coordinates with researchers on commercialization strategy. Facilitates start-up companies. |

| % TIME | Negotiates interinstitutional agreements if there are co-inventors at another institution allocating the responsibilities for expenses and activities. Ensures timely reporting of inventions to sponsors and monitors licensees. |

| % TIME | Interacts with Contracts and Grants, Office of the Provost, Office of the General Counsel and other University departments as needed. Interacts with senior management at various outside corporations, technology management programs at other institutions and local and national technology commercialization organizations. |

| % TIME | Builds awareness of intellectual property policies and commercialization in office and with researchers, schools and departments. Organizes educational outreach including newsletters, seminars and the office website. |

| % TIME | Resolves problems referred by professional staff and provides policy and regulatory interpretations as needed. Responds to requests from senior administrators and other University officials for assistance and expertise. |

| % TIME | Oversees accounting and reporting of patent and licensing activity to University administrators. |

| % TIME | Directs the development, enhancement and maintenance of information systems to support operations. |
Convenes technology review committees as required. Makes net royalty distributions to inventors and units.

Develops and administers budget. Analyzes budget and financial data for trends. Makes budgetary and resource allocation decisions. Provides financial status reports as needed.

Identifies and establishes contact with external public/private organizations to enhance support for commercialization of University technologies. Represents University in national organizations.

Maintains professional currency through active participation and leadership in associations and committees both internal and external to the University. Attends meetings, seminars and conferences. Makes formal presentations as needed.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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

**EMERGENCY RESPONSE/RECOVERY:**

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<th>Essential:</th>
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<td>In the event of an emergency, the employee holding this position is required to “report to duty” 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:**

- Doctorate
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 7 Years

**Minimum Field of Expertise:**

- Directly related technology commercialization experience. Strong financial, management and leadership skills. Understanding and appreciation of the research enterprise in an academic institution as it relates to technology commercialization. Demonstrated ability to communicate with diverse audiences.

**Preferred Experience:**

- 10 Years

**Skills: Other:**

- Analysis
- Assessment/evaluation
Budget control  
Budget development  
Communication -- written and oral skills  
Conceptualization and design  
Conflict resolution  
Consulting  
Interpretation of policies/analyses/trends/etc.  
Interviewing  
Knowledge of applicable laws/policies/principles/etc.  
Managerial Skills  
Marketing  
Negotiation  
Networking  
Organization  
Planning  
Problem identification and resolution  
Project management  
Public relations  
Public speaking/presentations  
Research  
Scheduling  
Staff development  
Statistical analysis  
Teaching/Training  

Skills: Machine:  

Computer Network (Department or School)  
Computer Network (University)  
Personal Computer  

Supervises: Level:  
Manages through subordinate supervisors  

Supervises: Nature of Work:  
Administrative  
Professional/Paraprofessional  

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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