UNIVERSITY OF SOUTHERN CALIFORNIA
Materials Transfer Agreement Admin, Sr.
Job Code: 123035

Grade: L
OT Eligible: No
Comp Approval: 9/13/2007

JOB SUMMARY:
Has responsibility for negotiating materials transfer contracts and agreements and maintaining the integrity of the Material Transfer Agreement program. Negotiates and reviews terms and conditions of final proposed agreements for incoming research materials or for the bilateral transfer of materials. Provides advice and direction to faculty involved in out-going material transfers and bailment agreements. Develops training programs and information materials for faculty and administrators involved in the transfer of research materials. Reports to Director of Licensing.

JOB ACCOUNTABILITIES:

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<td>Performs analysis and evaluation of agreements for the transfer of research materials into the University. Evaluates agreements for conformance with University policy. Negotiates and revises contracts and agreements for the transfer of research materials including clauses such as definition of materials, intellectual property, indemnification, limitation of liability, and publications.</td>
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<td>Communicates with USC faculty, licensing associates, and contracts and grants administrators regarding potential conflicts with funding sources, use of additional materials from third parties, potential for inventions, data rights, term of use, indemnification and publications. Presents alternatives and discusses ramifications of definitions of terms contained within the agreement on a faculty member's research program. Keeps faculty apprised of status of agreements under negotiation.</td>
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<td>Communicates with representatives from for-profit corporations, non-profit organizations, and other universities regarding issues related to University policy.</td>
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<td>Researches sources of research support, both public and private, received by faculty requesting material transfers.</td>
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<td>Consults with USC Stevens Director and Assistant Director of Licensing to analyze complex and ambiguous language in contracts proposed for transfer of materials. Develops alternative language in consultation with same parties. Reviews agreements with Director and Assistant Director of Licensing, as appropriate, and coordinates issues related to previously or concurrently licensed technology.</td>
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<td>Presents a formal summary of the proposed agreement to the Director of Licensing or Associate Director of Licensing, as appropriate. Informs management of issues associated with the proposed transfer, information about other collaborations with the same materials source, the faculty member's related activities and research, alternative plans for obtaining the materials, etc.</td>
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<td>Educates and provides general advice/counsel to University staff and faculty on material transfer procedures, intellectual property concepts, and requirements related to securing and developing research properties. Prepares documents and correspondence on a broad range of issues relating to material transfer agreements.</td>
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Obtains information on issues related to a specific transfer agreement or researches specific policy issues related to the transfer of materials in general for special projects.

Reviews and monitors University and sponsor policies relating to research materials, use, publication, confidentiality, term and termination, indemnification and intellectual property protection. Serves as faculty resource during preliminary discussions with potential sources of research of materials.

Develops training programs and informational materials, on a regular basis, for campus faculty and administrators involved in the transfer of research materials. Conducts training programs, as appropriate. Focuses on issues and problems related to incoming material transfer agreements and the possible adverse affects on an investigator's research of accepting materials into their labs under undesirable terms.

Oversees the development and maintenance of material transfer agreement database including entering information on active and inactive material exchange documents. Prepares quarterly and annual reports to USC Stevens administrators in a timely and accurate fashion.

Oversees the maintenance and management of file documentation to assure completeness for audit and patent documentation purposes.

Assists with maintaining USC Stevens website with information and forms associated with material transfer agreements.

Provides leadership, guidance and direction to staff and/or student workers. Schedules and assigns work and set priorities. Demonstrates techniques, equipment or procedures to others. Trains employees as needed. 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:**

Essential: [ ] No

[ ] Yes 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.

**JOB QUALIFICATIONS:**

Minimum Education:

Bachelor’s Degree

Minimum Experience:

3 Years

Minimum Field of Expertise:
Directly related experience related to faculty research interest in materials transfer agreements, intellectual property and/or university or non-profit patent and/or contracting policies and guidelines. Demonstrated skills in and ability to negotiate effectively to successfully represent the University’s position regarding protection of intellectual property and faculty research interest in materials agreements. Demonstrated understanding of scientific fields, primarily in medicine and the physical sciences. Ability to comprehend and utilize legal, medical and scientific terminology.

Skills: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

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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