JOB DESCRIPTION

Associate Director of Technology Management

**Definition of Class**
This is a supervisory position in which the incumbent manages the internal operations of the Division of Technology Management (DTM). The incumbent oversees the preparation and maintenance of all fiscal and regulatory documents for the Division of Technology Management and maintains relationships with corporate partners for the development and commercialization of University technology and intellectual property. This position reports to the Director of Technology Management.

**Examples of Work Performed**
- Oversees the preparation and maintenance of all fiscal and regulatory documents for the Division of Technology Management.
- Reviews and approves various financial statements and reports. Grants permission to outside legal counsel to incur patent related expenses on University technologies. Approves total requisitions amounts and monitors balances in light of approved budget.
- Manages issues related to third party payments.
- Reports inventions to the federal government in compliance with federal laws and regulations.
- Negotiates and drafts collaborative agreements with external partners related to the University's intellectual property. Confers with University attorneys and administrators to resolve collaborative agreement issues.
- Supervises project coordinator, graduate students and postdoctoral associates working on marketing and related patent documents.
- Provides guidance and direction to ORSP Accountant regarding Division of Technology Management financial matters.
- Negotiates Material Transfer, confidentiality and inter-institutional agreements with external parties.
- Identifies potential licensing partners based on preliminary market assessments and initiates contact with potential licensing partners.
- Establishes formal research and development relationships between companies whose strategic market concerns parallel the University's research and development capabilities.
- Manages the Division of Technology Management's existing licensee relationships and maintains the patent portfolio and external agreement databases.
- Coordinates patentability assessments using outside patent counsel.
- Represents the Division of Technology Management by participation with various internal and external groups and associations related to intellectual property and economic development.
Acts on behalf of the division director in his/her absence.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Identifies potential licensing partners and makes initial contact.
2. Negotiates and drafts collaborative agreements related to the University’s intellectual property with third parties.
3. Oversees the preparation and maintenance of all fiscal and regulatory documents for the Division of Technology Management.
4. Manages Division of Technology Management existing licensee relationships, the patent portfolio and internal databases.
5. Provides leadership and guidance to support staff in managing internal operations.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Master’s degree from an accredited college or university in a business or technical field.

**Experience:**
Five (5) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment