Definition of Class
This is a professional position responsible for technology case management including identifying and evaluating patentable inventions made by university researchers while coordinating access to resource providers within the Division of Technology Management (DTM) of the Office of Research and Sponsored Programs (ORSP). The incumbent evaluates commercial potential of technology, identifies potential licensees, prepares non-confidential and confidential technical information for marketing purposes, and coordinates the negotiation of intellectual property related agreements for the Division. The incumbent exercises independent judgment and a high degree of discretionary authority and understands the process of moving academic discoveries into the private sector, as well as the process of intellectual property management. This position may supervise subordinate staff, works under limited supervision, and reports to the Associate Director, Technology Management.

Examples of Work Performed
Analyzes disclosures to ensure that they have been accurately completed by investigators.

Determines if disclosures meet U.S. patent law qualifications and if federal funding and/or other sponsored research funding has been involved in the development of an invention.

Coordinates the status of published results or anticipated publications on a possible invention.

Performs market analysis to determine the value of intellectual property.

Prepares and negotiates intellectual property related agreements including but not limited to material transfer agreements, confidential disclosure agreements, inter-institutional agreements, option agreements and license agreements.

Works closely, and develop productive relationships, with academic scientists, business executives and legal counsel.

Prepares non-confidential and confidential technical information for marketing purposes that communicate complex scientific information in a concise and professional manner.

Ensures compliance with university policies and procedures, participates in office planning, and supervises efficient operations, while meeting external party needs.

Assists in monitoring licenses, including tracking diligence and/or milestone requirements for the university’s commercial and development partners.

Meets regularly to coordinate activities for the Division.

May be required to travel to various off-campus locations including business and industry sites.

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. Develops intellectual property strategies for university disclosures.
2. Assists with the development for commercialization strategies for university inventions.
3. Manages and negotiates intellectual property related agreements with both nonprofit and for-profit entities.
4. Works closely and develops productive relationships with academic scientists, business executives and legal counsel.

**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 25 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 talk and hear. The incumbent is periodically required to sit; and reach with hands and arms. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in a biological science, physical science or engineering. AND

**Experience:**
Three (3) 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 of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. 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.