

The University of Akron
Classification Specification

Job Title:	Coord Technology Transfer	Job Code:	41261
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;7/1/99

Job Summary:

Assists with managing and coordinating the patent/license filing system and database. Monitors, evaluates and forecasts all budget accounts. Evaluates license agreements and prepares requisition to compensate inventor(s) royalty payments. Acts as a liaison between various external and internal departments in the transmission of decisions and directives with respect to the technology transfer. Prepares various reports for both internal and external use.

Essential Functions:

30% Performs administrative duties associated with research and technology transfer. Monitors, evaluates and forecasts budgets for various accounts assigned by Associate VP. Prepares and processes invoices. Prepares meeting transcripts. Researches and prepares letters to external agencies regarding patents and inventions. Evaluates license agreements to prepare and process requisition to compensate inventor(s) royalty payment.

20% Maintains and audits the patent/license database (D.E.A.L.S.). Creates and prepares reports as requested.

15% Researches and responds to inquires and complaints posed by internal and external sources regarding maintenance fees, foreign filing, patents and licenses.

15% Maintains the disclosure of invention and patent/licensing filing system into a format for patent legal review, retrieval and protection of confidential information.

10% Acts as a liaison between various external and internal departments/agencies in the transmission of decisions and directives with respect to technology transfer.

10% Coordinates and responds to special assignments and projects relating to patents, grants, licenses, etc., as requested by General Counsel, Assistant General Counsel and/or Provost.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in administrative work including advanced computer knowledge in word processing, spreadsheet and database software packages. Ability to take independent action and accurately relate information or directions to others required. Strong inter-personal, problem solving, organizational and research skills required. Attention to detail, deadlines and ability to maintain confidential information required. Prior work experience in performing similar duties in a legal office, government office or university/college with technology transfer knowledge/experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.