

Director of Intellectual Property and Technology Transfer*

Function of Job:

Under general direction of sponsored research administrator, manage and encourage technology transfer activities and intellectual property issues relating to scientific discoveries and inventions; advise and educate the campus community regarding relevant intellectual property and technology transfer issues, including developing and interpreting policy; and represent the university's interest in intellectual property and technology transfer to external organizations.

Characteristic Duties and Responsibilities:

1. Manage, encourage, and support the development, disclosure, and protection of the university's intellectual property, including reviewing proposals, ensuring adequate documentation and compliance with federal laws and policies related to intellectual property, technology transfer, and applications for patents, etc; negotiating ownership issues between co-investigators; negotiating cooperative agreements, license fees, royalties, etc for technology transfers; developing research partnerships to commercialize research results; wielding Power of Attorney in intellectual property matters for the university.
2. Identify technologies best commercialized by a university spin-out company; provide leadership and oversight for such development and collaborate with appropriate organizations to provide support.
3. Assist faculty and staff in establishing collaborative relationships with industry, including acquiring industrial grants and contracts; support these efforts through meetings with faculty about their research, identifying external entities with interest in faculty research area(s), and developing research partnerships.
4. Develop and maintain strong working relationship with departments, colleges, and research centers to disseminate information regarding technology transfer and intellectual property; make presentations to trustees and legislators as requested.
5. Monitor and advise on the application of intellectual property policy and relevant federal regulations.
6. Develop, administer, and monitor office budget and major federal program budgets as assigned.
7. Hire, train, supervise, and evaluate staff as assigned.
8. Collaborate with the university's sponsored research office on grant and contract administration as needed.
9. Participate in institutional professional development and training.
10. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in business, marketing, science/engineering or related field and fifteen years of experience in the area of technology transfer, including work and/or knowledge of intellectual property protection.
2. Ability to communicate effectively both verbally and in writing.
3. Demonstrated knowledge of technology transfer life cycle, including ability to guide large scale research programs toward commercialization goals.
4. Supervisory and organizational abilities.
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Additional Desirable Qualifications:

1. Master's degree in Management or related field.
2. Demonstrated experience in commercializing technology.
3. Work experience in higher education.

8/2/10

System Approval

8/2/10
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised – original approved as Director – Office of Research, Partnership & Communications 11/14/00