

## **Intellectual Property Manager**

### **Function of Job:**

Under general direction of assigned director or administrator, manage the university's intellectual property assets by providing professional support in the identification, patenting, licensing, marketing, and reporting of university intellectual property.

### **Characteristic Duties and Responsibilities:**

1. Identify technology with commercial applications, including those that may become new companies; evaluate commercial potential of inventions and recommend whether intellectual property protection should be sought.
2. Negotiate and execute inter-institutional agreements to allocate the responsibilities for expenses, financial return, and license management; negotiate material transfer and confidentiality agreements and oversee compliance with federal intellectual property reporting regulations; and negotiate cooperative/license/option agreements and monitor such agreements to ensure that license agreement requirements, such as reporting and royalty fees, are met.
3. Provide information to university and external attorneys to assist in determining intellectual property patentability and to oversee adherence to application timelines.
4. Evaluate software and copyright disclosures, identify and review existing and new contracts and file appropriate copyright registration;
5. Adhere to state and federal guidelines regarding technology transfer agreements,
6. Develop appropriate commercialization strategies for intellectual property, including identifying prospective licensees through the use of information bases, discussions with inventors, and contacts obtained through industry affiliation.
7. Prepare non-confidential disclosures and descriptions of intellectual property and related information for potential licensees.
8. Perform market analysis and provide marketing support.
9. Encourage and support development, disclosure, protection, and exploitation of the university's intellectual property by meeting with faculty and other university inventors to identify potential partners to support and develop their programs;
10. Supervise, train, and evaluate staff as assigned.
11. Develop, present and/or coordinate workshops and/or lectures on intellectual property and commercialization.
12. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in business, science, engineering or related field and four years of experience in technology transfer, including experience in intellectual property protection and commercializing technology.
2. Working knowledge of state, federal, and international laws regarding technology transfer and intellectual property.
3. Understanding of commercialization process.
4. United States citizenship.

### **Additional Desirable Qualifications:**

1. Course certification(s) from the License Executive Society (LES).
2. Master's degree in business, science or engineering.
3. Work experience in a technology transfer office/organization.

3/31/06  
System Approval

3/31/06  
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.**