



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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JD #:	<b>JD00269</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Intellectual Property Assistant</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Research Admin</b>		

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## General Description

Responsible for providing administrative support in preparing, reviewing and finalizing intellectual property license agreements. Provides accurate and timely information to clients regarding intellectual property license agreements which require a thorough knowledge of various legal agreements and University policies and procedures.

## Representative Duties & Responsibilities

- Prepare intellectual property license agreements based on established templates.
- Review intellectual property license agreements to ensure that they comply with the University's policies, copyright laws, and indemnity clauses.
- Alert management of irregular and undesirable terms in agreements that are received from potential licensees and provide alternative recommendations.
- Provide information to clients in regards to intellectual property license agreements for questionnaires and translations.
- Negotiate proposed clause changes in agreement templates with external clients. Review changes with management for approval.
- Review and finalize intellectual property license agreements for questionnaires with external clients.
- Track the progress of agreements to ensure the University and other parties meet any and all legal obligations.
- Ensure compliance to University policies and procedures as it pertains to intellectual property license agreements.
- Resolve licensing issues such as problems with access to foreign language translations.
- Track the use of questionnaires to ensure appropriate fees are paid by the licensee, and that an amendment is negotiated for the license.
- Conduct database, literature and internet searches to locate documents and articles related to University owned questionnaires.
- Provide information to licensees in regards to appropriate license agreements for online questionnaires.
- Manage the marketing of online questionnaires.
- Write a variety of documents such as correspondence and reports.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Calculate license fees and prepare invoices.
- Set up and maintain filing systems, both electronic and hard copy.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Handle sensitive material in accordance with established policies.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.

## Supervision

- No formal supervision of others is required.

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## Qualifications

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- Bachelor's degree in a relevant field of study.
- Requires 2 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents, and enter data into databases and spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
  - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Preparing intellectual property license agreements based on established templates.
  - Reviewing intellectual property license agreements to ensure compliance with the University's policies, copyright laws, and indemnity clauses.
  - Alerting management of irregular and undesirable terms in agreements that are received from potential licensees and providing recommendations to be used alternatively.
  - Providing information to clients in regards to intellectual property license agreements for questionnaires and translations.
  - Negotiating proposed clause changes in agreement templates with external clients.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00269</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Intellectual Property Assistant</b>	Total Points:	<b>429</b>
Job Family:	<b>Research Admin</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.5</b>	46
	5. Education and Experience	<b>E2</b>	96
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>2.0</b>	28
	10. Responsibility for Others	<b>1.0</b>	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.5</b>	53
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5