



# 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>JD00381</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Business Development Analyst</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Research Admin</b>		

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## General Description

Responsible for supporting the University Research and Technology transfer activities and supports the development of collaborative relationships between the University, public, and private sector. Requires knowledge of business fundamentals and a scientific field.

## Representative Duties & Responsibilities

- Meet with faculty, staff, researchers, and students to discuss their research and inventions with commercial potential and legal protection issues related to created intellectual property.
- Evaluate new disclosures by searching scientific literature and world patent databases for commercial potential.
- Develop materials to support funding opportunities, including but not limited to, commercialization sections in grant applications.
- Create due diligence reports by comparing the features of new technology with the claims of patents that might be related.
- Gather and compile information required to create marketing materials and develop business plans.
- Conduct market research and prepare reports on the commercial potential and application of new technology.
- Create and deliver presentations on a variety of topics, including but not limited to, intellectual property and emerging technologies.
- Provide recommendations on patent and commercialization strategies.
- Coordinate and facilitate meetings between various parties interested in a specific technology.
- Participate in and coordinate promotional events.
- Update and maintain database information.
- Attend and participate in department meetings.
- Respond to inquiries from internal and external colleagues and collaborators.

## Supervision

- No formal supervision of others is required.
- Provide orientation and show procedures to others.

## Qualifications

- Bachelor's degree in relevant scientific field.
- Master's degree in Business Administration or related field.
- Requires 1 year 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.
- 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 occasionally requires routine mental effort for activities such as:
  - Collecting routine information, word processes routine documents such as correspondence and forms, and inputting data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Meeting with faculty, staff, researchers, and students to discuss their research and inventions with commercial potential and legal protection issues related to created intellectual property.
  - Developing materials to support funding opportunities, including but not limited to, commercialization sections in grant applications.
  - Creating due diligence reports by comparing the features of new technology with the claims of patents that might be related.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Evaluating new disclosures by searching scientific literature and world patent databases for commercial potential.
  - Facilitating meetings between various parties interested in a specific technology.

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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 deals with competing requests and simultaneous deadlines.

### 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>JD00381</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Business Development Analyst</b>	Total Points:	<b>506</b>
Job Family:	<b>Research Admin</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>3.0</b>	20
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>F1</b>	115
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<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>3.0</b>	66
<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