

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.

JD #:	JD00660	Pay Grade:	7
JD Title:	Intellectual Property Administrator	JD FTE Hours:	35
Job Family:	Research Admin		

General Description

Responsible for providing timely and professional support as it pertains to the administration of the intellectual property portfolio. Provides administrative and legal assistance with respect to patents, copyright, trademarks and licensing of intellectual property.

Representative Duties & Responsibilities

- Organize, manage and control all patents, trademarks, and copyright files including the tracking of all upcoming action dates.
- Manage all aspects of intellectual property licenses and patents.
- Complete detailed analyses of costs associated with patent prosecution activities.
- Develop methods to extract data from departmental databases in response to outside queries.
- Provide expense projections for budgetary purposes.
- Negotiate license agreements with external parties.
- Provide assistance with the preparation and submission of required electronic filings to various external agencies.
- Review documents for compliance with applicable laws regarding trademark and patent requirements.
- Maintain the intellectual property financial administration system including reviewing and processing of intellectual property related invoices.
- Enter data into databases and generate scheduled and ad hoc reports.
- Correspond with external patent agents and intellectual property counsel.
- Provide advice and support to staff as it relates to intellectual property protection and institutional intellectual property policies.
- Act as a Certified Notary Public for the University.
- Write detailed reports and letters on complex international patent prosecution activities.
- Write detailed instructions to external patent counsels.
- Write assignment agreements and other types of legal contracts.
- Write a variety of documents including, but not limited to, correspondence, letters, and meeting minutes.
- Prepare official government forms for patent and trademark applications that are in compliance with legal regulations.
- Remain current with changes to intellectual property policies, legislation, and procedures.

Supervision

- No formal supervision of others is required.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 3 years of relevant experience.

Effort

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 process documents, write correspondence, 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 occasionally requires routine mental effort for activities such as:
 - Processing routine documents and inputting data into databases and spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Organizing, managing and controlling all patents, trademark and copyright files including the tracking of all upcoming action dates.
 - Managing all aspects of intellectual property licenses and patents.
 - Completing detailed analyses of costs associated with patent prosecution activities.
 - Providing advice and support to staff as it relates to intellectual property protection and institutional intellectual property policies.
 - Negotiating license agreements with external parties.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Developing methods to extract data from departmental databases in response to outside queries.

Working Conditions

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 #:	JD00660	Pay Grade:	7
JD Title:	Intellectual Property Administrator	Total Points:	468
Job Family:	Research Admin		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.5	46
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.0	28
	10. Responsibility for Others	1.0	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5