



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 #:	JD00754	Pay Grade:	11
JD Title:	Business Development Advisor	JD FTE Hours:	35
Job Family:	Research Admin		

General Description

Responsible for commercializing technologies and negotiating intellectual property agreements between the University and external organizations. Assesses patentability and market potential of University research and develops collaborative relationships between the University and the private sector, and governments. Requires a thorough knowledge of business fundamentals and a scientific field.

Representative Duties & Responsibilities

- Facilitate the creation of University spin-off corporations and subsequent interactions with the University.
- Assume a management or advisory position within spin-off companies on a temporary basis with responsibilities including filing incorporation documents, hiring staff, organizing payroll, liaising with accountants and other service providers, and developing budgets and business plans.
- Develop and execute unique, innovative, and technology specific strategies for the transfer of technology to the private and public sectors.
- Negotiate and prepare intellectual property agreements including option agreements, technology licenses, and inter-institutional commercialization agreements between the University and external organizations.
- Draft and provide guidance on complex network agreements.
- Manage the commercialization of numerous old and new technologies from a broad range of departments on an ongoing basis.
- Negotiate terms and risk management on license agreements on behalf of the University.
- Research and lead the development of new partnerships and collaborations with industrial and government partners.
- Develop and author business plans for start-up companies that include financial, scientific, and strategy details.
- Facilitate activities associated with establishing and maintaining the University's intellectual property protection including, liaising with patent attorneys and other agents.
- Collaborate with others to identify industrial partners and facilitate additional research funding through private partnerships.
- Draft provisional patent applications applying an in-depth scientific knowledge of the subject matter and an understanding of basic patent law.
- Draft intellectual property related agreements for internal use, and non-disclosure agreements between the University and external organizations.
- Educate and inform faculty, staff, researchers, and students on legal and patent issues related to protecting their intellectual property, the University's intellectual property policy, and technology and knowledge transfer.
- Conduct market research and prepare reports on the commercial potential and application of new technology.
- Estimate the potential market size in dollars for a new technology by gathering, compiling, and analyzing financial and market data.
- Travel to various institutions and to potential industrial partners to promote the University's research and technology transfer activities.
- Identify, evaluate, and promote potentially commercializable developments to public and private sector partners.
- Meet with faculty, staff, researchers, and students to discuss their research and assess its commercial potential from a business and intellectual property perspective.
- Evaluate new technologies by searching scientific literature and world patent databases for commercial potential.
- Write commercialization grants and develop materials to support funding opportunities, including commercialization

Representative Duties & Responsibilities

sections in other grant applications.

- Create due diligence reports by comprehending and interpreting specialized data, complex scientific papers and patents, and comparing the features of new technology with the claims of patents that might be related to assess patentability and freedom-to-operate.
- Develop presentations and present information on complex technologies and intellectual property issues to technical and non-technical audiences
- Gather and compile information required to create marketing material and develop business plans.
- Conduct market research and prepare reports on the commercial potential and application of new technology.
- Provide recommendations on patent and commercialization strategies.
- Coordinate and facilitate meetings between various parties interested in specific technologies.
- Organize, coordinate, and execute promotional events for various audiences.
- Mentor and instruct students, staff, and faculty interested in starting a business as it pertains to intellectual property and technology transfer
- Update and maintain database information.
- Attend and participate in department meetings.
- Respond to inquiries from internal and external colleagues and collaborators.
- Remain current with state-of-the-art technology to ensure that ideas can be conveyed to potential industry licensees.

Supervision

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

Qualifications

- Bachelor's degree in relevant scientific field.
- Master's degree in Business Administration or related field.
- Requires 4 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 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 occasionally requires 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 greater than 3.5 hours of high mental effort for activities such as:
 - Facilitating the creation of University spin-off corporations and subsequent interactions with the University.
 - Developing strategies for the transfer of technology to the private sector.
 - Negotiating and preparing collaborative license and non-disclosure agreements between the University and external organizations.
 - Negotiating terms and risk management on license agreements on behalf of the University.
 - Researching and leading the development of new partnerships and collaborations with industrial and government partners.
 - Developing business plans for start-up companies that include financial, scientific and strategy details.

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 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 #:	JD00754	Pay Grade:	11
JD Title:	Business Development Advisor	Total Points:	681
Job Family:	Research Admin		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	6.0	128
	2. Breadth of Knowledge	3.0	20
	3. Adaptation to Change/Updating of Learning	2.5	17
	4. Interpersonal Skill	5.0	70
	5. Education and Experience	F3	123
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	5.0	100
Responsibility	9. Planning and Coordination	4.0	64
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	4.0	93
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5