**LEVEL DEFINITION**

This level covers positions responsible for the management and administration of research agreements.

**TYPICAL RESPONSIBILITIES**

May include: managing and administering all agreements relating to the transfer of research materials to or from the University and/or its affiliated teaching hospitals; promoting and managing industry sponsored research arrangements; negotiating, approving and managing research agreements; managing the filing and prosecution of the Patent portfolio and Trademark Licensing Program; and advising and counseling researchers on contract proposals and negotiations.

**DECISION MAKING /LEVEL OF ACCOUNTABILITY**

Makes decisions regarding the negotiation and management of research agreements.

**SUPERVISION RECEIVED**

Works with considerable latitude. Work is reviewed in terms of achievement of defined goals and objectives.

**SUPERVISION EXERCISED**

May be required to manage junior professionals.

**MINIMUM QUALIFICATIONS**

Undergraduate degree. Minimum of four years of related experience in intellectual property matters and the execution of contractual agreements.

Updated October 28, 2010