

NDSU Research Foundation

Position Description

1. Name of Employee: To be Filled		2. Social Security #:	
1a. Position #:			
3.		4. Functional Title: Licensing Associate	
5. Please check all that apply:			
<input checked="" type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time (FTE%)
<input type="checkbox"/>	9 month position	<input type="checkbox"/>	10 month position
<input type="checkbox"/>	11 month position	<input checked="" type="checkbox"/>	12 month position
<input type="checkbox"/>	Other month _____		
6. Organization: NDSU Research Foundation			
7. Work Mailing Address: 1735 NDSU Research Park Drive, Dept. 4400, P.O. Box 6050, Fargo, ND 58108-6050		8. Work Phone #:	
9. Name & Title of Supervisor: Dale Zetocha, Executive Director, NDSU Research Foundation;			
10. What is the function of your organization? NDSU Research Foundation was established to own and manage the intellectual property developed by NDSU and through commercialization support future research at NDSU. Includes protecting, licensing, and commercializing of these technologies.			
11. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)			
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To handle a substantial portfolio of intellectual property (IP) and including agricultural and other technologies and will be responsible for evaluating disclosed IP or technologies for PVP, trademark, and/or patent potential and commercial viability.			
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Market the portfolio of new/existing and unlicensed inventions to industry, including preparing marketing materials, identifying industry clients and aggressively marketing to those clients.			
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Draft and negotiate intellectual property agreements (including but not limited to licenses, options, material transfer agreements, confidentiality agreements).			
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Perform market research in order to further evaluate inventions assigned to the NDSU Research Foundation and to target market inventions to industry.			
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Manage, monitor and ensure compliance, and maintain assigned licensing portfolios			
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Assist NDSU Research Foundation Executive Director with intellectual property and technology transfer activities.			
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Work as a team player with other staff, faculty, students and industry executives.			

Part A - 12. Duties/Responsibilities

Provide a general statement of each major duty or responsibility.

- < List the task(s) involved in accomplishing each major duty/responsibility.
- < Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty of a course of time.)
- < Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- < **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
 - Is the duty/responsibility the reason the job exists?
 - Is this a highly specialized task or one that requires special education, training licensure?
- If the answer is yes, the duty is essential.**
- What is the percentage of time spent on the function?
- If the answer indicates a great % of time, the duty is probably essential.**
- What are the consequences to others or to the institution of the failure to perform the function?
- If the answer indicates a high level of accountability, the duty is essential.**

NOTE: See examples and additional instructions attached.

Duty/Responsibility No:		1	Statement of duty/responsibility:	
Percent of Time:		65	Commercialize intellectual property and inventions owned and managed by the NDSU Research Foundation (NDSU/RF) with industry.	
For ADA compliance, see instructions. Responsibility is: (Please check one)				
X	Essential			
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				
<ul style="list-style-type: none"> - Perform all activities in marketing inventions and intellectual property to industry; - Facilitate and manage protection of inventions and intellectual property; - Perform all activities in drafting, reviewing and negotiating license agreements and/or option agreements, equity, confidentiality agreements, and other agreements as needed to license technologies to existing businesses, seed companies, and start-up businesses. - Maintain, monitor, and re-negotiate existing agreements within the portfolio to assure commercialization, compliance, reporting, and payment; - Perform other technology transfer and licensing functions relating to NDSU developed inventions and intellectual property assigned to NDSU/RF; 				

Duty/Responsibility No:		2	Statement of duty/responsibility:	
Percent of Time:		25	NDSU/RF Technology Transfer	
For ADA compliance, see instructions. Responsibility is: (Please check one)				
X	Essential			
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				
<ul style="list-style-type: none"> - Evaluate invention disclosures that may be assigned or as they are assigned to NDSU/RF for patent potential and commercial viability; - Perform all activities regarding the drafting, reviewing and negotiating NDSU/RF technology transfer agreements, including, but not limited to, material transfer agreements, confidentiality agreements, and other technology transfer and/or licensing related agreements; - Perform other functions related to these agreements; - Perform market research and perform other marketing related activities as part of the NDSU/RF evaluation and licensing process 				

Duty/Responsibility No:		3		Statement of duty/responsibility: NDSU/RF Intellectual Property and Technology Transfer Related Functions.
Percent of Time:		10		
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input checked="" type="checkbox"/>	Essential	<input type="checkbox"/>	Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Provide appropriate information and technical assistance on intellectual property and commercialization issues to faculty, students, and other NDSU/RF constituents;
- Assist Executive Director of the NDSU Research Foundation with technology transfer, licensing, and foundation functions as assigned;

Duty/Responsibility No:		4		Statement of duty/responsibility: Work Safely
Percent of Time:		100		
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input checked="" type="checkbox"/>	Essential	<input type="checkbox"/>	Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

Follow safety rules, help identify unsafe working conditions, stop co-workers who are working in an unsafe manner.

Duty/Responsibility No:				Statement of duty/responsibility:
Percent of Time:				
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input type="checkbox"/>	Essential	<input type="checkbox"/>	Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

PART B
Working Environment

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc..)	
less than high school diploma		BS	
High school diploma or GED.		Major field of study or degree emphasis: (accounting, economics, etc...)	
1 year college		Business and or agri-business preferred or other related science/technical field such as chemistry and/or life science.	
3 years college	X	2 years college	4 years college
1st year graduate level		Specialized subject knowledge: (cost accounting, MACRO economics, etc...)	
2nd year graduate level		Advanced business or science degree preferred Knowledgeable in intellectual property and patent prosecution; Experience in research, market research, development and commercialization of emerging technologies or technology acquisition. Market research and marketing Experience. Business Development experience.	

Required Work Experience in Addition to Formal Education/Training:

Five years relevant agricultural or technology-based industry and/or university intellectual property, commercialization and licensing experience.
Demonstrated ability to work effectively as a team member;

Required Supervisory Experience:

2. LICENSE/ CERTIFICATION	Identify licenses/certification required: N/A
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3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED	Requires use/operation of (could includes computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.): Computer skills; Excellent oral and written communication skills; Demonstrated ability to understand and communicate technology based, agricultural seed industry, or other market, business and technical information effectively with faculty/inventors, industry and patent counsel; Entrepreneurial, negotiation, and marketing skills; Demonstrated ability to manage/coordinate multiple tasks;
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4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS

Position #	Title of Person Supervised	FTE %
TOTAL		

5. INDIRECT SUPERVISION

Total number of positions indirectly supervised:	
Total number of students or other non-banded staff employees indirectly supervised:	

<p>6. HAZARDOUS WORKING CONDITIONS</p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>NONE</p>
	<p>Precautionary measures taken to avoid those unusual or hazardous working conditions:</p> <p>N/A</p>
	<p>Frequency of occurrence of unusual or hazardous working conditions:</p> <p>N/A</p>

7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required, with or without accommodations, to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
See				X
Talk or hear				X
Taste or smell		X		
Lift & carry: up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds		X		
up to 100 pounds		X		
more than 100 pounds		X		

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature

Date

Supervisor's Signature

Date

Please Attach An Organizational Chart