The University of Texas at El Paso

Job Overview			
Job Title	Technology/Intellectual Property Spc.	**FLSA Status**	Exempt
Job Code	19815	**Creation Date**	December 16, 2010
Department	Campus - Wide	**Revision Date**	March 6, 2015

Position Details	
Purpose	Under minimal supervision and with extensive latitude for the use of independent judgment is responsible for IP capture, protection, and data tracking including copyrights, patents, trademarks, and trade secret for commercialization of university technologies. Oversees the implementation, configuration, integration and data integrity of the technology database for intellectual property assets.
Duties and Responsibilities	Developing UTEP's Office of Tech Transfer's Standard Operating Procedures Manual. Performing patent searches and patent marketing research. Assisting faculty in preparing presentations for Intellectual Property Committee meetings. Locating and contacting potential patent licensees. Discussing the relevant technical, patentability, and commercialization aspects of an invention with faculty, students, administration, and undergraduate work study. Training undergraduate work study to enter data into patent docketing database. Reporting federally-funded invention disclosures to iEdison database for compliance purposes. Coordinating with outside counsel the patent application deadlines for filing and response with the US Patent and Trademark Office. Proof reading of various contracts processed by the Office of Tech Transfer, such as Non-Disclosure Agreements, Material Transfer Agreements, Patent License Agreements, STTR Agreements, Inter-Institutional Agreements. Maintaining the Office's filing system and events calendar. Paying outside counsel invoices via Peoplesoft and maintaining internal financial records.

Duties and Responsibilities Continued	Attending weekly Tech Transfer meetings and communicating any pending deadlines. Receives initial technology disclosures and ensures completeness of the required information from the creators. Engages with creators, university administrators, and team members regarding the disclosed creations. Populates, organizes, monitors and maintains the technology solutions for all IP which includes submission and reporting for disclosures, patent applications, and patent prosecution capture and tracking, improving customer services. Supports the management decision-making of the Director by providing data to support the preparation of internal and external reporting and planning requirements. Creates and runs reports to support Director budget decision making and budget tracking and forecasting for outside counsel and other related expenses. Assists in the commercialization of innovations by conducting patent searches associated with UTEP intellectual property and oversees the filing and prosecuting patent applications or applications for copyright protection on approved intellectual property. Knowledge of all Microsoft Office software and able to learn and use institutional software systems. Complies with all State and University policies. Other duties may be assigned.		
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.	**Work Environment**	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Qualifications			
Minimum Education Required	Bachelor's degree in science, engineering or business.	**Minimum Experience Required**	Four years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.
Preferred Education Required		**Preferred Experience Required**	Experience in research, technology development and/or business analysis. Knowledge of intellectual property development, patent, copyright and trademark law, and business incubation.
Core Competencies			
Quality of Work	Knowledge Responsiveness Accountability Customer Services Accuracy Commitment	**Productivity**	Analytical Thinking Prioritization Problem Solving Completion of Job Assignments Works Independently Initiative/Proactive
Reliability	Adaptability Trustworthiness Dependability Supportive Integrity Attendance	**Teamwork**	Collaboration Interpersonal Skills Networking Communication Contribution
Position Specific Competencies			
1		**4**	
2		**5**	
3		**6**	
Equal Opportunity/Affirmative Action Statement			
The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services.			

Note: The primary accountabilities above are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed above. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Additional Information