

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: INTELLECTUAL PROPERTY SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 5305

UW Job Family: 32 – Administrative Support

SOC Code: 13-1199

FLSA: Exempt

Pay Grade: 22

Date: 7-1-22

JOB PURPOSE:

Manage the day-to-day matters related to the University's patent portfolio. Collaborate with inventors, companies, patent attorneys, UW Office of the General Counsel, and UW TT-RPC staff in support of the protection and commercialization of the University's property, including patents, trademarks, copyrights, and all other forms of IP. Coordinate IP data and communications between stakeholders to ensure that UW's interests in the portfolio are maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the day-to-day matters related to the University's patent portfolio
- Collaborate and coordinate with inventors, companies and patent attorneys to collect information and documentation.
- Coordinate IP data and communications between stakeholders to ensure that UW's interests in the portfolio are maintained.
- Review and draft license agreements, non-disclosure agreements, and other contracts
- Conduct trademark searches and provide input on trademark filings.
- Provide support of IP litigation

SUPPLEMENTAL FUNCTIONS:

- Perform special projects, as directed.
- May serve on University and/or external committees or task forces as necessary.
- Attend conferences and workshops applicable to research administration.

COMPETENCIES:

- Negotiation
- Integrity

- Collaboration
- Analysis/Problem Identification
- Influence
- Consistency

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in equivalent field or discipline**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University rules and regulations.
- Customer service principles, techniques, systems, and standards.
- Supervision techniques.
- Project management.
- Contract language, processes, and procedures, including contract development and dissolution.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Recruitment and retention issues.
- Safety and emergency processes, procedures and guidelines.
- Analysis techniques.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Train others and provide project leadership.
- Effectively resolve problems.
- Effectively supervise staff and students.
- Successfully prepare and administer budgets.
- Manage time effectively.
- Communicate in a diverse environment.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Use computers, preferably in a PC, Windows-based operating environment.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop and maintain recordkeeping systems and procedures.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.

- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.