

Cornell University Staff Compensation Program Generic Job Profile Summaries

Compensation Services

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Administration: Technology Licensing Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Technology Licensing Assistant INDIVIDUAL CONTRIBUTOR	Technology Licensing Coordinator INDIVIDUAL CONTRIBUTOR	Technology Licensing Professional I INDIVIDUAL CONTRIBUTOR	Technology Licensing Professional II INDIVIDUAL CONTRIBUTOR	Technology Licensing Professional III INDIVIDUAL CONTRIBUTOR	Technology Licensing Director MANAGEMENT	Senior Director Center Technology Licensing MANAGEMENT
Gather, validate and maintain database information and documentation of all relevant documents; set up related billing.	Analyzes complex data; maintain and records key information in complex data management systems; establish reporting criteria.	Manage development of database and oversee processing of disclosures and patent applications to ensure accuracy.	Guide faculty and researchers to crystallize ideas and disclose inventions; evaluate technologies and business opportunities for commercialization potential under the guidance of Director or executive director.	Guide faculty and researchers to crystallize ideas and disclose inventions; independently evaluate and conduct patentability assessments for technologies and business opportunities contribute to overall strategy in patenting and licensing.	Evaluate and analyze data for performance for potential commercialization and licensing; partner with Executive Director to form guidelines, develop new business development initiatives and determine cost saving actions.	Strategically provide direction for Cornell Technologies development of intellectual property for commercialization. Determine and invest intellectual property resulting in potential for successful commercialization and licensing revenue.
Provide administrative assistance to technology licensing tasks related to submission of disclosures and patents or agreement management.	Responds to non-routine inquiries, contact includes individuals inside and outside the University on confidential matters.	Establish and oversee relationships and procedures with external parties encouraging collaboration.	Develop and maintain effective relationships with University faculty and external partners and form partnerships. Resolve challenging situations under the guidance of Director or Executive Director.	Develop and maintain effective relationships with University faculty and external partners, form partnerships and resolve challenging situations.	Establish strategic relationships to support the Center's mission and philosophy, policies, guidelines and operations of management; solves problems in challenging, complex and time-sensitive situations.	Establish strategic relationships for CTL and the University; partner with University leadership, board of trustees or overseers to advance university research and innovation.

Technology Licensing Assistant INDIVIDUAL CONTRIBUTOR Review documents and agreement process; prepare	Technology Licensing Coordinator INDIVIDUAL CONTRIBUTOR Review, record, and manage agreements; manage licensee	Technology Licensing Professional I INDIVIDUAL CONTRIBUTOR Negotiate routine transaction agreements, engagement	Technology Licensing Professional II INDIVIDUAL CONTRIBUTOR Negotiate terms and conditions for IP license	Technology Licensing Professional III INDIVIDUAL CONTRIBUTOR Lead timely and strategic management negotiations of	Technology Licensing Director MANAGEMENT Negotiate licenses, terms and conditions for licensing rights	Senior Director Center Technology Licensing MANAGEMENT Establish licensing principles and framework, determine
MTA related materials and documents.	compliance; provide data for various leadership report.	letters and fee rates for various categories of registration and patenting processes.	agreements and other relevant agreements under the guidance of the Center's Director or Executive Director.	licenses and other relevant agreements.	and other relevant agreements in accordance with University policy. Provide mentorship to junior licensing officers.	key elements, excerptions and format of licensing agreements templates. Design initiatives to reflect university mission.
Process and record legal documents for patent and government reporting purposes.		Manage filing and prosecution deadlines and copyright and trademark registrations; ensure proper integration of records and management activities between the campus offices.	File new patent and trademark applications and work closely with external IP counsels and inventors.	Lead, manage and optimize patent application and prosecution through interactions with researchers and outside counsel, maximizing scope and value of patent claims.	Work with Executive Director to form IP protection strategies, criteria and filing plans; Direct Officers for challenging prosecution cases; Partner with University Counsel for patent enforcement cases.	Develop and implement patent filing criteria and priorities throughout various stages and types of technologies. and responsible for patent budget for the center.
		Assist with database management and promote increased participation by marketing materials to new venture resources.	Explore potential opportunities for startup companies and assist with entrepreneurship activities.	Explore potential opportunities for startup companies and assist with entrepreneurship activities.	Engage and encourage startup venture formation process, and navigate complicated relationships with inventors, potential entrepreneurs, and investors.	Design and implement initiatives to support startup formation. Cultivate strategic partnerships with VCs and entrepreneurs. Engage with University leadership and external partners for resources to support startups.
	Research technology market, prepare materials and perform marketing campaigns for technologies.	Plan, organize & execute marketing campaigns and meetings/ programs & events; research and develop marketing materials and contracts to advance and promote goals and mission of Center.	Develop key industry relations and utilize community resources to market new venture formation.	Develop key industry relations and utilize community resources to market new venture formation; assist and guide junior professionals through marketing process.	Conduct and analyze market research, leverage university relationships and engage additional resources for technology and research advancement.	Develop strategies, procedures, and collaborative relationships that facilitate and support Business Development to effectively advance the University mission and further commercialization.

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		Learn and apply best practices in the profession.	Assist in the development and facilitation of institutional planning processes.	Assist in the development and facilitation of institutional planning processes.	Participate in the development and promotion of goals, missions, operations and reputation of the Center, the university, and the technology community that the university serves.	Develop and implement University policies, practices and procedures to advance goals, missions, operations and reputation of the Center, the university, and the technology community that the university serves.
Provide periodic data as requested.	Provide periodic reports as requested; design report for special analysis; establish appropriate process for future event-driven deadlines.	Develop portfolio expense reports and tools; independently evaluate data and recommend approach to optimize strategies and budget management.	Design and present reports.	Design and present reports; lead discussions in presentations.	Design & present reports to large audience; lead discussions in presentations.	Report and present to University leadership about center metrics and benchmark analysis. Present to public on behalf of the university.
		Partner with University Counsel and external Law firms regarding detailed patent invoices ensuring accuracy and resolve discrepancies.	Monitor portfolio expenses, licensing income and reimbursements accuracy and resolve discrepancies.	Monitor portfolio expenses, licensing income and reimbursements accuracy and resolve discrepancies.	Manage patent budget under the guideline from Executive Director and manage licensing income and reimbursements.	Direct and manage center budget; manage licensing income, patent budget and reimbursements.
			Participate in professional/trade associations/serve on University committees.	Participate in professional/trade associations/serve on University committees.	Serve on University committees, representing department.	Represent the University in external engagement, reporting, and advocating University research and innovation.
		Supervise TEC assistants.		Assist and guide junior professionals.	Supervise Officers and other junior professionals; manage recruitment.	Provide direct supervision and leadership for CTL initiatives and staffing, including guiding, mentoring, coaching, and performance management.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	12044 TECHNOLOGY LICENSING ASSISTANT, BAND D	11349 TECHNOLOGY LICENSING COORDINATOR, BAND ENEX	11350 TECHNOLOGY LICENSING PROFESSIONAL I, BAND F	11351 TECHNOLOGY LICENSING PROFESSIONAL II, BAND G	12045 TECHNOLOGY LICENSING PROFESSIONAL III, BAND G	11352 TECHNOLOGY LICENSING DIRECTOR, BAND H	10268 SENIOR DIRECTOR CENTER TECHNOLOGY LICENSING, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associates Degree and 2 to 4 years relevant experience or equivalent combination	Associates Degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's Degree and 3 to 5 years relevant experience or equivalent combination	Master's Degree and 3 to 5 years relevant experience or equivalent combination	Master's Degree and 3 to 5 years relevant experience or equivalent combination	Master's Degree and 5 to 7 years relevant experience or equivalent combination	Ph.D., Ed.D., J.D., or L.L.B. and 7 to 10 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Substantial impact	Substantial impact	Substantial impact	Significant impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Persuade others to take particular course of action Coordinate major activities	High-level interaction Involved in diverse and highly sensitive or confidential activities	High-level interaction Involved in diverse and highly sensitive or confidential activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentation and negotiate with others
CONTACTS - STUDENTS	Limited contact	Occasional contact					

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SUPERVISION	Provide regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks	Responsible for providing occasional guidance on work methods or procedures to employees who do similar work	Responsible for providing occasional guidance on work methods or procedures to employees who do similar work	Responsible for providing occasional guidance on work methods or procedures to employees who do similar work	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills.	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment.	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment.	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria.	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students
EFFECTS OF DECISION MAKING	Directly effects multiple functional areas Limited effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees	Little direct supervision Considerable latitude for exercising judgment and self-direction

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FREEDOM OF ACTION	General supervision Some interpretation of established work policies and procedures is required	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Directly affect entire college or school administrative unit Critical effect on students and employees
WORKING CONDITIONS	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equip ment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equip ment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equip ment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equip ment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equip ment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equip ment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials /equipment. Safety gear may sometimes be required