Job Title	Licensing Associate
Job Code	8894
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Licensing Associate, under general supervision, supports the management of a comprehensive intellectual property program for the assigned Texas A&M University System (TAMUS) member. Evaluates a diverse portfolio of inventions and tangible research properties that have been created within TAMUS for technical utility, commercial potential, and available protection under Federal and State statutes. Accomplishes the transfer of TAMUS's proprietary research results to commercial applications, through license agreements with industry partners.

Essential Duties and Responsibilities

- Conducts the commercial evaluation and market research of disclosed inventions and software.
- Develops industry leads for potential license agreements through market research and telephone solicitation.
- Negotiates and drafts selected agreements on behalf of Licensing Managers.
- Assists faculty and researchers in the preparation of disclosures of invention and advises faculty in intellectual property matters.
- Evaluates business plans submitted by licensees and works with licensees on revising plans to meet expectations of TAMUS.
- Assists in making and implementing decisions regarding intellectual property protection for technologies.
- Assists in maintaining responsive and supportive communications with constituents (i.e., faculty, University administration, industry, etc.).
- Represents Licensing Managers in internal forums (i.e., departmental, College, and University) and external forums (i.e., committees and meetings).

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Two years of related experience in business development, project management, and/or community relations.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Strong analytical and organizational skills. Excellent verbal and written communication skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

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.

Supervision of Others

This position may supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	