**Georgia Tech Research Corporation - Industry Collaborations and Affiliated Licenses**

**Research Associate I (**Contracting Officer) 2 openings # 23707 and 23708

Submit resume and cover letter to: Terry Stout, Director, terry.stout@gtrc.gatech.edu, or go to:

 <http://careers.gatech.edu/career-paths/research-oppotunities-taleo>,

The Industry Collaborations and Affiliated Licenses Office is responsible for the preparation, negotiation and execution of contracts and license agreements associate with the research activities sponsored by industrial sponsors.

This position holds primary responsibility assuring that research performed at Georgia Tech for industrial sponsors meets all university, local, and federal guidelines, rules, policies, and laws.

The position prepares and negotiates all types of research, collaboration, license, non-disclosure, material transfer, and teaming agreements with industry sponsors.

Negotiates unusual or difficult agreement language with industry sponsors;

Interprets federal regulations concerning industry funding and assuring that all contracts are in compliance with the appropriate regulations;

Serves as a resource to faculty and staff concerning new and on-going industry sponsored research projects;

Serves as a liaison to outside companies that sponsor research at Georgia Tech;

Reviews, prepares and executes documents associated with SBIR/STTR funding requests;

Monitors institutional review of human subjects and animal use in industry research to ensure compliance;

Provides direction on disclosure of conflicts of interest to research faculty;

Assists with post-award problems that arise with re-budgeting, time extensions, compliance with regulations, supplements, etc;

Educates faculty, staff, and students on opportunities for industry funding, and Georgia Tech policies and processes regarding industrial funding, for both basic and clinical research;

Maintains a database of updated information on new proposals, awards and prospective research sponsors;

Assists Director in developing and implementing administrative policies and procedures necessary for the efficient and effective operation of the Industry Collaborations Office;

Maintains knowledge of relevant statutes and regulations of the State of Georgia and of the United States, Georgia Institute of Technology Faculty and Staff Handbook, and the GT Intellectual Property Policy;

Requirement: Master's degree in business administration or related field, or JD or equivalent combination of education and experience. Four years of related experience in academic research administration. Extensive knowledge of legal contracts, and negotiation skills. Contract preparation skills. PC computer skills including WORD, Excel, and Outlook.

Additional desirable qualifications: Experience gained in the department to be served. Knowledge and experience with Oracle. Knowledge of contracting law, legal or paralegal courses taken in contract law.

**Office of**

**Industry**

**Engagement**

