**Job ID 2925175**

**Position Information**

**Position Description & Details:**

The primary function of the Business Development and Licensing Administrator is to oversee, support, and advance the industry engagement and invention disclosure activities efforts of NDSU and the intellectual property protection and licensing efforts of the NDSU Research Foundation. We are looking for a professional team member with strong software experience who will implement software solutions to streamline and automate tasks. This position provides the necessary records management, compliance, and office management functions for the VPRCA Business Development Unit and NDSU Research Foundation.

**Responsibilities:**

* Point of contact and resource for industry engagement, invention disclosures, licensing efforts, compliance and office management functions within the unit
	+ Support patent and licensing activities
	+ Maintain the patent and agreement information database
	+ Track and communicate reporting obligations to third parties related to patent portfolio management for patent obligations, funding sponsors (federal government, commercial entities, foundations), and license agreements
	+ Analyze and prioritize patent portfolio compliance obligations to ensure deadlines are met
* Day-to-day operations of Business Development and Intellectual Property functions
	+ Manage NDSU’s non-financial agreements and invention disclosures database and the associated inventor portal
	+ Respond to email inquiries or re-direct to appropriate team member
	+ Facilitate completion of IP assignments and agreements
	+ Research and interpret NDSU’s obligations to federal, state, and other sponsors with regard to intellectual property disclosed to the office
	+ Liaise with the Office of Sponsored Programs and the Office of Grant and Contract Administration for grant close-out activities related to invention information
	+ Maintain IEIP and NDSU Research Foundation websites
	+ Maintain and organize records and ensure timely reporting (following records retention for IEIP and NDSU Research Foundation)
	+ Support NDSU’s discovery and commercialization efforts: participate in and/or present at workshops/trainings that provide education to faculty regarding intellectual property, export controls, and working with industry
* Work with and provide back-up to the Export Control Administrator to ensure NDSU compliance with export control laws and regulations
* Supervise student workers/interns as needed

**Work Schedule:**40hrs/wk.; M-F 8am-5pm regular hours, 7:30am-4pm summer/winter break

**Advertised Salary: $45,000/+year, commensurate with experience**

**Minimum Qualifications:**

* BS or BA in STEM, Accounting, Business Administration, or related field; or a BS or BA in another field with a combination of 5 years of related experience in export control, program management or sponsored programs experience
* Familiarity with federal regulations and policies regarding export controls, external funding agreements or similar (e.g. IRB or IACUC)
* Experience with MS Office
* Excellent interpersonal skills and ability to communicate effectively with high-level officials, faculty, staff and the public
* Ability to multi-task and prioritize
* Strong organizational and time management skills
* Attention to detail and strong customer service orientation
* Flexibility, initiative, and ability to work independently and as part of a team

**Preferred Qualifications:**

* Experience working with database, CRM and/or CMS management (e.g. MS Access, Minuet, Inteum, Microsoft Dynamics, Typo3, Drupal)
* Experience with Visual Compliance or Amber Road
* Experience implementing software and/or using software for automating tasks

**Applicant Materials Required:**

Application, Cover Letter, Resume, and List of 3 Professional References

**Benefits:**

NDSU offers a comprehensive benefits package with includes single or family health insurance coverage with premiums paid for by the university – with an effective date for new employees the first of the month following date of hire. Other benefits include, wellness benefits, basic life insurance, retirement plan, tuition waiver, annual leave, EAP, sick leave and holiday pay. Optional benefits include supplemental life, dental, vision, long-term care insurance, flexible spending account, and supplemental retirement plans.

**About Us**

North Dakota State University is distinctive as a student focused, land-grant, research university.   Our main campus is located in Fargo, ND with Extension Service and Research Experiment Station locations across the entire state.  NDSU has been listed in the Top 100 public research universities in the United States for research and development in agricultural sciences, psychology and social sciences, based on reported research expenditures.

NDSU is an exciting place to work offering a stimulating and diverse environment richly populated with people pursuing life-long learning and personal growth.  Employees often attend on-campus cultural events, lectures, athletic events and enjoy walks through our beautiful campus.

NDSU employs over 6000 full-time and part-time employees across the state, making it the second largest employer in the community.  NDSU is the best college in ND, according to Money Magazine (September 2018).  NDSU was named a 2019 Best Value College by Forbes.   Fargo made Livability.com’s top 10 list of cities to find a job and ranked at #11 for best places to live overall.

NDSU offers a wide array of professional opportunities including faculty, executive, managerial, professional, technical, paraprofessional, office support, servers and crafts/trades.  Like a small city, NDSU operates 24 hours a day, seven days a week.  Full time employees are offered a superb benefit package to include 100% company paid health insurance premiums and tuition assistance for employees and immediate family members.  All of us at NDSU play an important role in serving our students and public constituencies. We encourage motivated and talented team members that thrive in a higher-ed environment to join our university!

**Mission**

With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

**Additional Information**

**No Smoking Notice:**

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

**EO/AA Statement:**

North Dakota State University is an Equal Opportunity employer and all qualified applicants will receive consideration for employment without regard to age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

**Veteran’s Preference Notice:**

This position is subject to North Dakota Veteran’s Preference requirements.