TITLE: Administration Manager  
SUPERVISOR: Executive Director, UVAPF

I.  POSITION OBJECTIVE

The Administration Manager is charged with administrative leadership for UVA LVG in all matters of systems (Sophia Knowledge Management System), documents (disclosures, agreements, intellectual property, etc.), data (aggregation, auditing, reporting, and presentation), records (digital and fixed), and compliance systems (iEdison) management.

II.  BACKGROUND

The University of Virginia is a comprehensive research university located in Charlottesville, Virginia. Home to 11 schools, UVA is consistently rated among the United States top public universities and a university “best values.” Further, UVA boasts 12,000 faculty and staff, a greater than $7.5 billion endowment, 20 members of the national academies, two research parks, and top 10 ranked schools of business, commerce, and law. During the fiscal year that ended June 30, 2015, the University performed $285 MM in research expenditures (including $187 MM in federal expenditures) in 1.5 MM square feet of research, laboratory, and studio space.

The University of Virginia Licensing & Ventures Group (UVA LVG) is the intellectual property management and innovation commercialization organization for UVA’s research portfolio (lvg.virginia.edu). Founded in 1977 as a 501(c)(3) UVA-affiliated foundation, today UVA LVG receives ~200 invention disclosures, executes ~70 commercial transactions, and launches 5-7 new companies each year.

III.  ESSENTIAL FUNCTIONS

Reporting to the Executive Director, the responsibilities are:

- Maintain specialized unit databases, systems, and related records;
- Enter and audit database transactions including, but not limited to, invention disclosures, agreements, and intellectual property records;
- Data management;
- Document management;
- Manage local and remote physical document archives;
- Manage electronic document retention;
- Generate reports, design and set up customized and detailed reports, documents, spreadsheets for Executive Director, Board of Directors, and University leadership (department chairs, center directors, deans, the Office of the Vice President for Research, and other senior University leadership);
- Prepare statistical reports for quarterly audits by outside auditors of disclosures, license agreements and equity documents;
- Assist financial management;
- Serve as point of contact for faculty inquiries regarding invention disclosure, agreement processing, intellectual property assignments, etc.;
- the flow of legal documents relevant to the operation of the UVA Patent Foundation Technology transfer office;
• Support the licensing team in managing licensee compliance;
• Perform other duties as assigned by the Executive Director;
• Input patent information into Inteum C/S;
• Manage all aspects of federal government compliance via iEdison (invention reporting, election of title, utilization reporting, patent marking, etc.);
• Interface with Office of Sponsored Programs to obtain copies of research documents.

III. QUALIFICATIONS:

• Required:
  o Extraordinary attention to detail, precision, meticulousness, etc.;
  o Experience management databases and extracting reports from such databases;
  o Strong computer skills, including Excel;
  o Strong oral and written communication skills;
  o Proficiency in latest Microsoft Word products;
  o Strong organizational skills;
  o Ability to work as part of a team and promote congeniality among fellow workers;
  o Bachelor’s degree.

• Strongly preferred:
  o Knowledge of and experience with patent preparation/prosecution, contract negotiation and business development;
  o Experience working in a University environment.

V. COMPENSATION

Salary is commensurate with experience.

The University of Virginia Licensing & Ventures Group is an equal-opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, age, disability, handicap or any other classification protected by applicable law.

VI. TO APPLY

Qualified candidates are invited to apply for the position of Administration Manager by submitting a cover letter and resume/CV electronically to Crystal Ballif (crystal@uvapf.org). Please direct questions to Crystal Ballif at crystal@uvapf.org or 434.924.2175.