

**University of Virginia Licensing & Ventures Group
Position Description**

TITLE: Information Manager

SUPERVISOR: Director, Operations UVA

LVG

I. POSITION OBJECTIVE

The Information 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, 2 research parks, and top ten ranked schools of business, commerce, and law. During the fiscal year ended June 30, 2017, the University performed \$485 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 to:

- 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;
- Manage physical and electronic documents and data;
- Manage local and remote physical document archives;
- Design and generate customized, detailed reports and 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;
- Provide support to the Manager, Financial Operations;
- Provide data and requested reports to the Manager, Marketing & Communications;
- Serve as point of contact for faculty inquiries regarding invention disclosure, agreement processing, intellectual property assignments, and the flow of legal documents relevant to the operation of the UVA LVG office;
- Support the licensing team in managing licensee compliance;

- Input patent information into the “Sophia” and “CPI” databases;
- 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;
- Perform other duties as assigned by the Executive Director and UVA LVG staff.

III. QUALIFICATIONS:

- Required:
 - Extraordinary attention to detail, precision, meticulousness;
 - Experience managing databases and extracting reports from such databases;
 - Strong oral and written communication skills;
 - Proficiency in latest Microsoft Word products especially Excel;
 - Strong organizational skills;
 - Ability to work as part of a team and promote congeniality among fellow workers;
 - Bachelor’s degree or commensurate work experience.
- Strongly preferred:
 - Knowledge of and experience with patent preparation/prosecution, contract negotiation and business development;
 - 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 Information Manager by submitting a cover letter and resume/CV electronically to lvjjobs@virginia.edu. Please direct questions to Claudine Wispelwey at claudine@virginia.edu or 434-924.7523.