University of Virginia Licensing & Ventures Group  
Position Description

TITLE: Legal Assistant  
SUPERVISOR: Director, Operations

I. POSITION OBJECTIVE  
The legal secretary contributes to the overall success of the University of Virginia Licensing & Ventures Group by effectively providing support for in-house counsel and licensing managers for the organization.

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 ten ranked schools of business, commerce, and law. During the fiscal year ended June 30, 2018, the University performed $527 MM in research 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.

II. ESSENTIAL FUNCTIONS  
Reporting to the Director, Operations, the LEGAL ASSISTANT will:

- Provide support and work closely with the legal team to ensure smooth operation of all legal matters.
- Run monthly Chron and Timeslips reports, make changes as necessary
- Docket new disclosures, set up and format files
- Prepare assignment documents
- Prepare reporting letters and emails
- Order, print and file publications
- Search for references, scan, print and save files
- Provide support to two in-house attorneys
- Communicate with outside counsel and foreign associates as necessary
- Communicate and update inventors as necessary
- Work together with in-house paralegal in submission of applications before deadline
- Assist law interns as necessary
- Back up office manager during absences or vacation
- Perform other duties as assigned by the Executive Director or the Director, Operations.
III. QUALIFICATIONS

- Required:
  - Proficiency in the use of computer programs for accounting, word processing, databases, spreadsheets, email, and internet, including Excel, PowerPoint, Word, etc;
  - Proficiency with legal software including wordox, CPI and timeslips
  - Extraordinary attention to detail, precision, meticulousness, etc.;
  - Ability to work independently;
  - Strong organizational skills;
  - Resourcefulness and adaptability.
  - Good sense of humor.
  - Strong oral and written communication skills.

- Strongly Preferred:
  - 2-4 years of experience in an academic, non-profit technology transfer organization or law firm specializing in patent preparation and prosecution
  - Experience working in a University environment
  - Some paralegal experience

IV. COMPENSATION

Salary is commensurate with experience. Excellent benefits package includes family health and dental coverage and regular retirement contributions. 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. Qualified minority and female applicants are encouraged to apply.

V. TO APPLY

Qualified candidates are invited to apply for the position of LEGAL ASSISTANT by submitting a cover letter and resume/CV electronically to Claudine Wispelwey (Claudine@virginia.edu). Please direct questions to Claudine Wispelwey at 434.924.7523.