IP Contract Specialist

Job Code 50009520

General Description
Responsible for the review, negotiation, and establishment of contracts and cooperative agreements for research funding and for helping to identify and protect the Intellectual Property of Texas State University-San Marcos.

Examples of Duties
Write contract documents.
Assure compliance with state, federal, TSUS, and Texas State policies and procedures.
Participate in special initiatives to streamline processes.
Participate in the development and interpretation of written policies and procedures.
Review and assess risk in terms of export controls and embargoes.
Assist in proposal preparation and the review of guidelines and terms and conditions.
Assist post award contract specialist with sub-awards.
Participate in other compliance activities as needed.
Perform other duties and special assignments as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures, state law, federal law, OSP policies, federal research policies, state research policies, and private research policies.

Skill in: Presenting grant administration information, working as team member, interacting courteously with staff, students, and faculty, mediating disputes among employees, reviewing contracts, resolving problems and providing assistance.

Ability to: Present financial and administrative guidance, explain university policies, conduct workshops, solve problems and negotiate contracts, and explain technical materials.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements