



THE UNIVERSITY OF
CHICAGO

P  LSKY

Center for Entrepreneurship and Innovation

THE UNIVERSITY OF CHICAGO

Associate Director,
Data Management and Compliance

The University of Chicago
Chicago, Illinois
Position Specification



THE ORGANIZATION

The University of Chicago

With an unwavering focus on rigorous inquiry, **University of Chicago** research continually breaks new intellectual ground. Across disciplines, departments, and over 140 institutes and centers, researchers produce ideas that matter—and change the world.

The **Polsky Center for Entrepreneurship and Innovation** drives venture creation and technology commercialization within the University of Chicago and the surrounding community. The Center combines entrepreneurial education, technology transfer, and accelerator programming into one cohesive unit. Through education, partnerships, and new venture support, the Polsky Center advances the knowledge and practice of entrepreneurship and accelerates the commercialization of research. The Polsky Center for Entrepreneurship and Innovation is bridging the gap between knowledge and practice, idea and action, and research and impact through education, partnerships, and new venture creation. By leveraging the University's distinctive strengths in research and a combined research budget of more than \$1.5 billion from its three affiliates—Argonne National Laboratory, Fermilab, and the Marine Biological Laboratory—the Polsky Center paves the way for more ideas to have a meaningful impact on society. Polsky, rather than being a physical set of people or places on campus, is a way of thinking about innovation and entrepreneurship that builds on academic eminence and distinctive intellectual approach and helps all parts of the University interface more proactively and imaginatively with the world of venture, innovation, and business.

#1 UNIVERSITY ACCELERATOR IN THE U.S.

Launched in 1996, the Edward L. Kaplan, '71, New Venture Challenge (NVC) is recognized as a top-ranked accelerator program in the nation and has graduated more than 200 startup companies still in operation today that have gone on to raise more than \$600 million in funding and more than \$9 billion in exits.

Among its offerings is the top-ranked accelerator program, the Edward L. Kaplan, '71, New Venture Challenge, which is where companies like GrubHub and Braintree got their start. Since 1996, the New Venture Challenge has helped launch more than 160 companies worldwide that have gone on to achieve more than \$4 billion in mergers and exits and raised over \$575 million in funding. The Polsky Center helps students, faculty, staff, alumni, researchers and local entrepreneurs navigate the complex process of creating and growing a startup. Its resources include a 34,000 square-foot, multi-disciplinary co-working space called the Polsky Exchange; a \$20 million Innovation Fund that invests in early-stage ventures; and a state-of-the-art Fabrication Lab for prototyping new products.

Recent Patents Issued

In the first half of 2018, the Polsky Center received and assessed 58 invention disclosures and filed 30 provisional patent applications. In addition, some of the most recently issued patents for faculty inventions are listed below:

- US 9,889,446, “Device and method for pressure-driven plug transport and reaction”
- US 9,927,706, “Atomic layer chemical patterns for block copolymer assembly”
- US 9,911,584, “Batch production of microchannel plate photo-multipliers”
- US 9,907,850, “Compositions and methods related to protein A (SpA) antibodies as an enhancer of immune response”
- US 9,944,992, “Methods and compositions related to T-cell activity”

The University of Chicago Technology Transfer Office Metrics*

Research Expenditures	Number of Licenses	Options	Licensing Income	Number of Disclosures	New Patent Applications	Number of Startups
\$351,535,349	36	7	\$6,614,987	130	50	8

Association of University Technology Managers, report titled *AUTM U.S. Licensing Activity Survey: FY2016, A Survey Report of Technology Licensing (and Related) Activity for U.S. Academic and Nonprofit Institutions and Technology Investment Firms* can also be referenced by its abbreviated title, *AUTM U.S. Licensing Activity Survey: FY2016*,

About The University of Chicago

The University of Chicago video:

<https://youtu.be/P-xlixF7B2U>

THE OPPORTUNITY: Associate Director, Data Management and Compliance

JOB SUMMARY:

The Associate Director, Data Management and Compliance is responsible for establishing, implementing and ongoing management of administrative processes and data management supporting invention and licensing management and reporting. Supported by a small and talented team, the Associate Director will ensure the University complies with reporting requirements, monitor licensee compliance, maintain a current database of licenses and intellectual property, and assist with patent prosecution and license agreement activity. The Associate director plays an integral in the Polsky Center's technology transfer office.

QUALIFICATIONS:

- Bachelor's Degree or 3-5 years equivalent experience
- At least six years of related work experience
- Experience supervising the work of others preferred
- Experience in technology transfer at a university preferred

PRIMARY DUTIES AND RESPONSIBILITIES:

- Lead a team managing data, reporting, and compliance related to invention disclosures, patents, and contracts.
- Continuously improve business processes throughout the department.
- Manage the Inteum intellectual property database, including data maintenance and clean-up, trouble-shooting, expanding database functionality, and integrating with other database tools.
- Develop robust audit processes and procedures to guarantee data is up-to-date and accurate. Consult with and train team members on these processes to ensure adoption and continuous improvement.
- Ensure data is entered promptly and accurately and updated at regular intervals as needed.
- Work with the team to review and manage patent-related correspondence, meet legal deadlines, review and approve third-party legal bills, and administer existing license agreements, including monitoring the status of agreements, creating and maintain license dockets, corresponding with licensees to ensure compliance and monitoring licensee payments.
- Work closely with the Controller to maintain an accurate and efficient accounting system.
- Cooperate with others across the Polsky Center and broader University as needed to share data.
- Interface with external consultants to maintain and improve operations.
- Supervise and contribute to the identification, review, and management of all government and private sponsor compliance requirements and timelines through iEdison.gov and other reporting mechanisms as required by sponsors. Confirm compliance is complete and up to date.

- Assist technology transfer team by establishing and maintaining direct and independent relationships with legal counsel, licensees, and colleagues
- Maintain and produce enterprise-wide standard and ad hoc reports.
- Keep up to date on the latest regulations related to technology transfer compliance.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience building processes that improve business outcomes
- Knowledge of Inteum (or similar intellectual property/technology management system)
- Experience with legal documents, specifically intellectual property portfolios, paralegal experience a plus
- Experience with basic accounting
- Demonstrated leadership ability and work as a member of a team.
- Strong negotiation and organization skills.
- Ability to work in a highly complex organization
- First rate communication skills, especially with multiple stakeholders at varying levels

ABOUT CHICAGO:



The city of Chicago, located right on Lake Michigan in Illinois, has something for everyone. With beautiful architecture, museums, theaters, sports, and over 40 distinct neighborhoods, Chicago truly has it all. There are also over 8000 acres of green space and 225 miles of bike lanes.

Chicago also has over 20 universities within the city and surrounding areas, which makes it an ideal place for innovation and collaboration. This is a city where you can truly grow in your career, but also take the time to appreciate art, culture, and the great outdoors, all in your own Chicago backyard.

The city is home to 36 Fortune 500 corporate headquarters. With opportunities in almost every field, Chicago has the most diversified economy in the United States. When it comes to technology, Chicago is becoming a leading city in the field:

- Chicago is in the Top 10 of tech innovation hubs worldwide
- The city won the 2018 Smart 50 Award, which honors the 50 most innovative and influential smart cities projects each year from around the world
- There is an entire team employed by the City of Chicago dedicated to technology innovation

What a great place to work and live! Explore all that this vibrant city has to offer and find out even more at <https://www.choosechicago.com/>.

PROCEDURE FOR CONSIDERATION:

Confidential review of applications will begin immediately and continue until the position is filled. Interested candidates should send resume, deal sheet/past deals negotiated.

Lisa Rooney
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Partner, The Vortechs Group