**Intellectual Property Manager, The Ohio State University**

**Position Specification**

**About The Ohio State University:**

The Ohio State University (OSU) ranks 4th in the nation among all research universities in industry-sponsored research, according to statistics compiled by the National Science Foundation. The breadth, scope, and excellence of its research programs make Ohio State a leading force of innovation and change —locally, nationally, and globally.

Ohio State’s research and academic programs offer some of the widest variety in the country. The Ohio State University is also home to a top-rated medical center, a premier cancer hospital, and a state-of-the-art heart hospital. In addition, the University boasts over 80 research centers. The Technology Commercialization Office (TCO) at OSU features an Inventor’s Wall, which showcases the extraordinary contributions this institution has had in the world of science, research, and invention. Ohio State has more National Academy Awards than any other university.

In 2017, Ohio State was ranked #25 on Reuters Top 100 Most Innovative Universities in the World, ahead of CalTech, Cornell, and Oxford Universities.

For more information about the TCO at OSU visit: <https://tco.osu.edu/>

For more information about OSU technologies visit: <https://tco.osu.edu/technologies/>

**The Opportunity:**

The Intellectual Property (IP) Manager is responsible for overseeing the patent portfolio for the Technology Commercialization Office (TCO) at Ohio State. The Manager will manage the growth of TCO’s patent and other IP portfolios and ensure IP due diligence and research prior to patent filing. The Manager will work with licensing managers and legal professionals to maintain an extensive patent portfolio by interacting on a regular basis with outside vendors of legal services. The Manager will build and maintain positive working relationships with intellectual property law firms and assist in the evaluation of law firm performance to determine the most strategic partnerships. The interaction will include overseeing substantive work product and patent filings, managing attorneys and paralegals, invoicing, and process adherence. The IP Manager will work closely with the Licensing Managers to develop processes for outside vendors that enable the team to meet its goals.

The IP Manager is also responsible for analyzing the University’s patent portfolio and making decisions on prioritization, reporting back to leadership on a periodic basis. They will be expected to stay current on patent law changes, both domestically and internationally, and to implement these changes into the current process. The Manager will also support the Licensing Managers with licensing transactions related to IP assets. In addition, training for TCO employees and faculty regarding the IP process and any changes to the process will be performed. The IP Manager is responsible for supervising the Patent Coordinator and the Legal and Intellectual Property Interns.

**Key responsibilities include:**

* Oversees patent research process. Ensures invention due diligence and research prior to coordinating patent requests with law firms. Ensures patent compliance at all stages of process by ensuring proper reporting to grant agency such as the NIH. Supervises Patent Coordinator and Legal and Intellectual Property Interns.
* Builds and maintains positive working relationships with local intellectual property law firms; liaison with firm on patent prosecution and remains current on patent rules and regulations, both foreign and domestic. Organizes training for TCO employees, seminars with law firms, and other professional development regarding patents for staff and faculty.
* Analyzes and prioritizes patent portfolio. Directs Patent Coordinator to ensure effective reporting formats. Prioritizes decision making, ensures that all necessary decisions meet deadlines.
* Manages invoice charging process to ensure efficiency and determine cost savings initiatives. Manages database and creates standard operating procedures for patent process.
* Manages the communication channel between internal team and outside firms to ensure that all IP related strategy decisions are implemented and the internal team is updated about key developments.

**Qualifications:**

**Job Requirements:**

* 5 years of experience in patent portfolio management.
* Experience in a project management role.
* Strong attention to detail.
* Ability to build and maintain positive working relationships.
* Strong verbal and written communication skills.
* Proficient with Microsoft Excel and experience using a patent management database.
* Ability to adapt to a complex, multifunctional environment.
* Time management and prioritization skills.
* Ability to work as a team player.

**Education:**

Bachelor’s or equivalent experience and experience in corporate licensing or university technology commercialization/transfer. Desired: JD, Paralegal or patent agent.

**Procedure For Consideration:**

The Vortechs Group has been exclusively retained to fill this position. Confidential review of applications will begin immediately and continue until the position is filled. Interested candidates should send resume and salary expectations to:

The Vortechs Group  
5439 Red Bank Road · Galena, OH 43021  
614-899-6696  
Lisa Rooney (lisa@vortechsgroup.com)

**Columbus, Ohio**

Columbus, Ohio is an amalgam of industry and experiences. With state government activities taking center stage, it also boasts a rich academic community with The Ohio State University, and is the headquarters for many large companies. Its diversified economy keeps the cost of living well under national average.

Columbus has been named to too many “Best of” lists to include all of them here but some of the notables are: One of the 6 Best Big Cities by Time and Money Magazine, one of the Top 6 “American Dream Cities,” and #1 Opportunity City according to Forbes. Read more about Columbus’ awards and listings.

Columbus’ delightful downtown neighborhoods are bringing residents back to the city. These pockets are rich with history and personality but if you prefer sprawling suburbs with big lawns and plenty of opportunities for retail therapy, this city has them too.

The downtown boasts many ways to enjoy its beauty including Columbus Commons Park, which has become a gathering place for the community and puts on a spectacular Christmas lights display. The Scioto Mile features a beautiful riverfront walk with interactive fountains and paths for biking, walking, and jogging. Columbus offers a great variety of entertainment, shopping, and dining options but retains that cozy hometown feel.

For more information on Columbus visit: <http://www.experiencecolumbus.com/>