

Compliance Specialist, Technology Transfer
University at Buffalo, The State University of New York

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Downloaded On: Jun. 20, 2025 4:30am

Posted Aug. 12, 2024, set to expire Aug. 4, 2025

Job Title	Compliance Specialist, Technology Transfer
Department	Technology Transfer
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://www.ubjobs.buffalo.edu/postings/52084
Apply By Email	
Job Description	

UB Business and Entrepreneur Partnerships (BEP) is seeking a **Compliance Specialist** to contribute to our team's efforts to change the world by bringing innovative new technologies to market, and to foster economic growth in the Western New York Community. In this role, you will be part of the Technology Transfer team, working within the nexus of science, law and business.

The Compliance Specialist position is primarily responsible for activities relating to i) the intake of technology disclosures from faculty, staff and students and compliance with government and other sponsor reporting obligations and ii) license compliance and administration, inclusive of accounts receivable processing. The position requires attention to detail, meeting deadlines, and use of a technology transfer database.

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Key responsibilities of the position include:

- **Docket Administration.** Engage with faculty in assigned departments to ensure receipt and entry of complete information related to the innovations they disclose to the Technology Transfer office. Assign dockets to appropriate Commercialization Manager and assist with marketing activities.
- **Compliance and Utilization Reporting.** Complete federal and other sponsor required compliance reporting throughout the lifecycle of applicable innovations.
- **License Administration and Compliance.** Prepare and process agreements and forms related to distribution of licensing revenue; establish and maintain database record for each license and/or option; monitor and report (internally and externally) on licensee compliance; ensure receipt of certificates of insurance and equity documents; and record equity holdings.
- **Accounts Receivable Administration.** Prepare and process invoices for patent reimbursement and other license receivables; ensure accurate calculation of receivables; reconcile all receipts on a monthly, quarterly and annual basis; process royalty receipts, including proper calculation of and timely distributions to inventors.
- **Inteum Database Administration.** Serve as the secondary Inteum database administrator ensuring accurate, efficient, and timely data, and reporting (e.g., AUTM, RF SUNY, Departmental, etc.). Work with Compliance and Marketing Manager to identify and implement efficiency improvements utilizing available Inteum tools.
- **Reporting.** Assist in the preparation of required and requested reports, including AUTM, Veterans Affairs, NYSDOH NYSTEM, NYSTAR Economic Impact, and others as needed.

If you are detail-oriented, are a collaborator and problem solver, are mission- and deadline-driven, and are results oriented, this position may be for you.

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We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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