

Industry Contracts Officer (7380U), IPIRA-Industry
Alliance Office - 74107
University of California, Berkeley

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Posted Nov. 4, 2024, set to expire Mar. 1, 2025

Job Title	Industry Contracts Officer (7380U), IPIRA-Industry Alliance Office - 74107
Department	Industry Alliances Office
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Industry Alliances Office (IAO) is a division of Intellectual Property and Industry Research Alliances (IPIRA) and is responsible for the creation, negotiation, and implementation of agreements with industry that support campus research activities and facilitate a strong relationship with the corporate sector. Industry related agreements include all agreements related to the support of research by for-profit entities, including sponsored research agreements, industry affiliate agreements, Small Business Innovation and Research (SBIR) and Small Business Technology Transfer (STTR) grants, and collaboration agreements. IAO also negotiates all incoming material transfer and data transfer agreements and research related confidentiality agreements for the UC Berkeley campus. IAO conducts outreach to both the campus community and industry sector concerning industry/university relationships, technology transfer and research activities at UC Berkeley.

Position Summary

Involves structuring, negotiating and administrating contractual documents that establish research-

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related relationships with for-profit companies and non-profit research institutions. Collaborates with internal partners as well as legal staff to structure contracts. Professional contracting services are provided in compliance with UC system-wide and campus policies, practices and procedures. Analyzes contracts to ensure compliance with all applicable laws, rules, regulations and policies. Advises investigators and staff of contractual rights and obligations and provides interpretation of terms and conditions. Involves development, cultivation and stewardship of relationships that promote research collaborations and technology transfer with for-profit companies.

Application Review Date

The First Review Date for this job is: 11/14/2024.

Responsibilities

- Drafts and negotiates a variety of research related contracts such as nondisclosure, material transfer, and sponsored research agreements, as well as member agreements for industry affiliate programs; ensures such contracts comply with applicable laws, regulations and policies.
- Establishes and maintains professional relationships with industry representatives, provides information to them about campus research programs, about laws and policies that govern contracting practices, and directs them to others when appropriate.
- Facilitates post award management by advising faculty, students and staff of their rights and obligations under the various contracts.
- In consultation with senior staff and supervisor, initiate new research collaborations by informing faculty and company representatives of potential collaborative opportunities.
- Promotes appropriate disclosure of information, e.g., invention disclosures, to research sponsors and the Office of Technology Licensing.
- Investigates and mediates departmental and or contractor complaints, including coordination between multiple parties
- Partners with faculty, staff, and researchers to draft contract language using terms most favorable to organization.

Required Qualifications

- Thorough knowledge of and/or can quickly learn internal departmental/unit operating policies, applicable state and federal regulations and general contract terms.
- Thorough knowledge and understanding of specific contracting assignments.
- Strong written, verbal and interpersonal communications skills; and ability to deal effectively with

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broad and diverse constituencies ensuring strong customer service orientation and skills.

- Strong organizational, presentation and negotiation skills.
- Strong listening and political acumen skills.
- Strong knowledge of and/or can quickly learn the organization, including its infrastructure, goals, mission, rules, policies, guidelines, etc.
- Minimum of 2 years relevant experience/training.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary that the University reasonably expects to pay for this position is \$110,000.00 - \$124,940.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 90% remote work. Exact arrangements are determined in



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partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5773425&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

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

Contact



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