

**Business Office Coordinator
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=259463>

Downloaded On: Jul. 12, 2025 7:30am

Posted Jul. 8, 2025, set to expire Nov. 4, 2025

Job Title Business Office Coordinator
Department Technology Commercialization
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jul. 8, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Legal Services
Administrative Support/Services

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Job Description

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JOB TITLE

Business Office Coordinator

LOCATION

Worcester

DEPARTMENT NAME

Technology Commercialization

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

This position assists at a highly competent and confidential level with the business management needs of the Office of Technology Commercialization (OTC), interfacing with WPI research faculty, students, staff, and various administrative departments within WPI that impact or are impacted by the university's research activities.

This position provides business management support to meet the information management and communication needs of interfacing with a diverse base of internal and external contacts involved with WPI research and Technology Transfer at the direction of the Director of the Office of Technology Commercialization.

JOB DESCRIPTION

Responsibilities:

- Independently oversees and manages office operations and workflow.
- Acts as a liaison between faculty, staff, students, attorneys, external customers, and suppliers (stakeholders).
- Guides and manages the disclosure intake process and collaborates internally with the Director and Licensing Associate to improve process flows.
- Oversees case management and maintains the integrity of the Inteum/Minuet IP database, including disclosure, patent filing documents, and decisions. This includes license agreements and related IP, generating docket reports, IP docketing, and tracking deadlines and statuses.
- Reviews and manages correspondence from all stakeholders, independently taking action as necessary.
- Coordinates with stakeholders to ensure the completion of required documents.
- Assists retained law offices with disclosures, information, inventor documents, and required signature documents.
- Participates in team review meetings for decisions on patenting and commercialization of inventions.
- Participates in discussions, provides advice, and supports decisions in managing the IP portfolio within the WPI ecosystem.
- Creates reports for provisional patent decisions quarterly and as needed for regular portfolio reviews.
- Creates reports for complete IP portfolio reviews.
- Reviews necessary USPTO information in Patent Center.

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- Manages department accounting functions in Workday, including processing law office invoices, supplier invoices, customer invoices, licensee invoices, and receipts.
- Actively manages the General Operating department budget and reporting with an emphasis on staying within budget.
- Oversees budget, Workday activities, program management, and associated accounting.
- Creates reports to forecast legal expenses and operational expenses.
- Actively manages the Non-Operating department budget (Gifts & Designated Funds).
- Actively manages the Grant budget.
- Serves as a subject matter expert for Workday-related activities and the primary contact for the office's financial matters.
- Monitors patent expenses and scrutinizes law firm invoices, supplier invoices, and customer invoices.
- Oversees document retention/management (customer/supplier invoices, disclosures, patent applications, issued patents, NDAs, MTAs, license agreements).
- Manages IP correspondence, IP data integrity, government reporting, patent maintenance/annuities with IP attorneys, and as necessary with CPA Global/Annuity services provider.
- Mentors the Licensing Associate for license compliance, patent reimbursement, and inventor distributions.
- Monitors, manages, and/or oversees license and agreement terms, invoicing, and other related actions.
- Mentors and provides support to the Licensing Associate for Workday matters and the Inetum/Minuet IP database.
- Manages faculty, student, staff, and external customers related to I-Corps program and expense activities.
- Interfaces with the Sponsored Programs Accounting office for expense reporting related to the I-Corps program.
- Manages projects and related activities for award programs and patent recognition with internal and external customers (NAI, ReDI).
- Manages the office's general mailbox correspondence and takes actions as needed.
- Responsible for compliance with federal reporting pursuant to the Bayh-Dole Act of 1980.
- Interfaces with the Office of Sponsored Programs for IP & Grant compliance and grant closeouts.
- Liaises with other WPI departments to resolve problems and ensure compliance.
- Guides, mentors, and serves as a resource for the Director and Licensing Associate.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

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Requirements:

- Bachelor's degree
- Paralegal/legal experience required
- 5-10 years of experience

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FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Business-Office-Coordinator_R0003208

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

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Contact

N/A

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