

Technology Transfer Administrator

The Schepens Eye Research Institute, a Harvard Medical School affiliate, has a current opening for a Technology Transfer Administrator. Primary responsibilities include: docketing; processing invention disclosures; preparation, maintenance, and filing of documents going to outside patent counsel; tracking U.S. maintenance fees and foreign annuities; tracking and processing invoices from outside legal counsel; and tracking licensing revenue. Duties will also include generating correspondence, reports, scheduling and calendar upkeep for the department, and performing certain general office duties for the Office of Technology Transfer.

A Bachelor's degree with experience in a university technology office or law firm is required. Excellent organization and time management skills with the ability to multi-task and follow-through to completion, strong written and verbal communication skills, attention to detail and accuracy, and the ability to meet deadlines are requirements of this position. Proficiency with MS Word, Excel and database applications is required and experience with EDISON and Harvard JAKE database a plus.

The Institute offers an excellent benefits program. Visit our site at www.theschepens.org for more detail. Submit resume and cover letter with salary requirements by mail to Schepens Eye Research Institute, 20 Staniford Street, Boston, MA 02114, Attn: Human Resources; fax: 617-912-0163, or email frances.ng@schepens.harvard.edu in pdf format.

We are an Equal Opportunity/Affirmative Action Employer. M/F/H/V.