



<b>Job Title</b>	Business Development Consultant I, II, III	<b>Job Code</b>	BD0118, BD0119, BD0120
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18, 19, 21
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Business Development and Partnerships	<b>Union Code</b>	0
		<b>Subfamily</b>	Business Development and Partnerships

**Job Family & Subfamily Summary**

**Business Development and Partnerships Professionals** builds and maintain mutually beneficial relationships with external vendors, organizations, and officials to strengthen university research, development, and scope of impact.

**Business Development and Partnerships Professionals** provide consulting services, seminars, and workshops for small business owners. Provide assistance in areas such as accounting, finance, marketing, operations, new venture planning, and technical assistance.

**Job Summary**

Evaluates and assesses the university’s intellectual property for scientific merit, patentability, marketability, and commercialization potential. Advises Technology Transfer team on incoming and current inventions and recommends patent protection and commercialization strategies. Assists in the transfer of Physical Sciences technologies to industry partners or newly formed startup companies. Represents the University to the Physical Sciences community.

**Representative Duties**

1.
  - Promotes and communicates the commercial value of the university’s intellectual property to potential industry partners via marketing activities
  - Identifies potential partnering and licensing opportunities
  - Assists with preparation of technology summaries to advertise technologies available for licensing
  - Serves as point of contact for industry partners and follow-ups with business leads
  - Creates marketing materials
2.
  - Collaborates with Licensing Associates to develop patent protection strategy and identifies the market opportunity
  - Leads preparation, presentation, and review of intellectual property cases; coordinates review and approval of committee recommendations
  - Represents the university and the Office of Research and Commercialization to local and national Physical Sciences community and promotes university capabilities and research
  - Engages with university faculty to gain technical understanding and commercial application of their research and inventions
  - Performs faculty outreach and interacts with faculty throughout technology transfer process

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- 0+ years of relevant experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

### Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

### Level III

- 4+ years of relevant work experience
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**