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## MIT Job Description

<b>Job Title: Technology Licensing Officer 2</b>	<b>Position Title: Associate Copyright Program Officer</b>
<b>Reports to: Senior Licensing and Business Development Officer</b>	<b>% Effort or Wkly Hrs: 40</b>
<b>Department: OSATT - Technology Licensing Office</b>	<b>Prepared by: LMN/DZ</b>
<b>Date: May 2025</b>	

### **Position Overview:**

The Associate Copyright Program Officer is responsible for the commercialization and management of a software, portfolio and associated agreements. Such portfolio may include digital tools, training data sets, and AI models. The Associate Copyright Program Officer works under supervision from a Senior Licensing and Business Development Officer, managing open-source release activity and supporting a portfolio of software and related technologies. The Associate Copyright Program Officer may also have oversight for training other licensing team staff in relation to software, AI and digital tools management.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

#### ***Portfolio Management***

- Be responsible for administering the end user software license agreement program and provide day to day guidance to the Administrative Assistant, Physical Science & Software Agreements (“AA”) in the implementation of end user software license agreements program (a/k/a Expedited License Program).
  - With the AA, receive and respond to inquiries for end user software licenses, vet the request, bring to execution end user software license agreements and as necessary distribute software to licensees.
  - Communicate with program authors to respond to inquiries and facilitate delivery of software. Work with authors to have archive records of software sent to TLO.

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- With the AA, collaborate with TLO Finance colleagues in the invoicing and collection of license fees.
  - Be responsible for administering open-source software license activity in TLO and represent TLO in other open access initiatives.
    - Review software disclosures and associated requests for open access release.
    - Analyze the disclosures and requests and as needed seek additional information from MIT investigators to assess whether software should be released through an open-source license and communicate analysis to authors.
  - Under minimal supervision, be responsible for, and manage a portfolio of intellectual property allocated by Senior Licensing Officers or Associate Director, Licensing, in addition to end user software and open-source software, which may include digital tools, training data sets, and AI models. Such management would involve evaluation of disclosures, assessing commercialization potential and developing IP, marketing, licensing and commercialization strategies and all associated administrative activities.
  - Draft, and bring to execution, minimally negotiated software license and data license agreements as directed by the Senior Licensing and Business Development Officer,
  - Act as a knowledge resource for Senior Licensing and BD officers for cases in their portfolios which include software, AI models, and training data sets.
  - Conduct outreach to relevant stakeholders (faculty, researchers, inventors, sponsors, joint owners) to discuss software and copyright disclosures, to inform evaluation, and commercialization strategies as appropriate for the portfolio being managed.
  - Be a resource to the MIT community and within TLO for intellectual property topics relating to software, including software open-source release policy and best practices, use of MIT curated data and synthetic data, and open access of copyrighted works and data.
  - Undertake annual portfolio reviews including a review of dormant software cases and provide regular portfolio updates to the Senior Licensing and BD Officer including proposals for new expedited licensing programs, termination of agreements, case closing and other activities required to maintain an active, commercializable portfolio.

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### ***Business Development***

- As appropriate, collaborate with, and assist Counsel and/or a Transactions Officer in the negotiation of various, more complex software related agreements.
- For relevant software, identify qualified licensing parties, assess commercialization opportunities, initiate and maintain contacts and build relationships with potential licensees.
- Develop targeted marketing materials, including working with the Marketing Team for the production of suitable marketing collateral.

### ***Relationship Management***

- With oversight from the Senior Licensing and BD Officer, respond to inquiries from PIs, sponsors, DLCIs, and other parties on software or Open-Source related matters. Advise faculty, students, researchers, sponsors and other stakeholders on MIT IP Policy and TLO licensing and commercialization processes and best practices, including directing individuals to other resources in the MIT ecosystem to advance their knowledge of entrepreneurship and commercialization.
- With oversight from the Senior Licensing and BD Officer, coordinate and conduct periodic software portfolio review meetings with PIs including discussions on strategies for marketing and commercialization.
- Handle day to day communications with inventors, faculty and other key stakeholders in a professional and timely manner.

### ***Other***

- Contribute to the maintenance of accurate and complete records of case management for audit, reporting and legal purposes.
- Other duties as assigned.

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**Supervision Received:** Day-to-day supervision for specific tasks will be provided by the Senior Licensing and BD Officer managing MIT's software/copyright intellectual property portfolio.

**Qualifications & Skills:**

1. Bachelor's degree required.
2. Minimum 3 years relevant experience required, in university technology transfer, federal lab or FFRDC involving management of software, open-source portfolios, including licensing, and developing marketing and commercialization strategies.
3. Experience with various software licenses and agreements, including open-source software licenses,
4. Superior verbal and written communications skills to effectively interact with various stakeholders.
5. Good organizational skills, attention to detail and ability to manage multiple projects simultaneously.
6. Excellent problem-solving skills, judgement and decision-making capability
7. Strong interpersonal skills that reflect courtesy, diplomacy, and a collaborative approach to develop and maintain effective working relationships
8. Ability to work under supervision in a fast-paced, deadline-oriented, matrix like environment.
9. U.S citizenship or legal permanent resident status required.

*PREFERRED EDUCATION AND EXPERIENCE*

- Advanced degree such as a Masters or MBA or relevant professional education.
- Technical understanding of software development life cycle strongly preferred
- Understanding of digital tools, training data sets, and AI models strongly preferred.
- Good knowledge of intellectual property, demonstrated business acumen, general understanding of issues arising at the intersection of US Government and academia.
- The TLO values respect for the educational and research mission of MIT and collegiality.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.