

**MIT Job Description**  
**Licensing and Business Development Associate (former Technology Licensing Associate, (TLA) role)**

<b>MIT Job Title: Technology Licensing Officer 1</b>	<b>Position Title:</b> <b>Licensing and Business Development Associate</b>
<b>Reports to: Senior Licensing Officer or Associate Director, Licensing</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: OSATT - Technology Licensing Office</b>	<b>Prepared by: LMN</b>
<b>Date: June 22, 2025</b>	

**Position Overview:**

The Licensing and Business Development Associate provides case triage, case management and other marketing and business development support to Senior Licensing and Business Development Officers, and Licensing and Business Development Officers (LBDs). The Licensing and Business Development Associates report to a Senior Licensing Officer or Associate Director, Licensing to ensure appropriate training and balancing work allocation between BD Associates and the Licensing Team. The BD Associate undertakes critical tasks and activities to support technology evaluation, IP protection, marketing and licensing of MIT intellectual property (IP).

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

- As directed, support Senior LBD and LBD Officers in their IP portfolio management activities.
- Under the guidance of Senior LBD or LBD Officers, undertake case triage, and general case management including activities related to technology evaluation, marketing, licensing, case closure of MIT IP,
- Assist Senior LBDs and LBD Officers in the assessment of commercialization potential of IP cases, and IP portfolios, including participating in meetings with relevant stakeholders (faculty, researchers, inventors, sponsors and joint owners).
- Work closely with the Operations and Sponsor Compliance team to ascertain and confirm status of ownership, funding and sponsor obligations.
- As directed by Senior LBD or LBD Officers, and in close coordination and collaboration with the Sponsor Compliance Team notify corporate or foundation sponsors, joint owners or other stakeholders to ensure contractual obligations are fulfilled in a timely manner.
- Prepare draft correspondence to various stakeholders on behalf of Senior LBD or LBD Officers and assist in preparation of draft IP agreements, such as by ensuring factual references to IP and business terms are correct and ensuring proper formatting. Ensure all communications verbal and written are handled in professional and timely manner.

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- Document information related to deal terms on behalf of the LBD Officers, and input deal terms into draft license agreements and accompanying exhibits as requested to ensure smooth transfer of information to the OGC or Transactions Officer. Participate as requested in negotiation of deal terms with potential licensees.
  - Assist in the identification of commercialization opportunities for MIT technologies, including identifying and researching specific qualified licensees.
  - Work collaboratively with the Communications and Marketing Team in the development of technology briefs and other marketing collateral.
  - As requested by Senior LBD Officers and LBD Officers, communicate via email, updates on cases, including patent filings, status of license negotiations and other information to the inventors, joint owners or licensees.
  - Assist Senior LBD Officers and LBD Officers in preparation for annual portfolio reviews, including summarizing status of cases and agreements.
  - Work collaboratively with other TLO functional teams to ensure effective support for technology evaluation, IP protection, marketing and licensing of MIT intellectual property (IP) activities.
  - Participate as appropriate or requested in outreach to the MIT community including attendance at innovation ecosystem activities, including but not limited to IAP, Sandbox, VMS, Deshpande, Martin Trust, and other hosted events.
  - As directed by Senior LBD Officers or LBD Officers undertake special projects or tasks in support of IP portfolio management and licensing.
  - Undertaken and ensure accurate data entry and ensure complete case management records for audit, reporting and legal purposes.

**Supervision Exercised:** None

**Supervision Received:** Direct management and supervision and performance reviews undertaken by a Senior Licensing Officer or Associate Director, Licensing. Day to day tasks/activities and portfolio work allocated and overseen by Senior Licensing and Business Development Officers or Licensing and Business Development Officers.

**General Qualifications & Skills:**

1. Minimum of Bachelor's degree
2. At least one year of relevant experience in university technology transfer, including internship or equivalent and/or industry experience in related areas (business development).
3. At least two to three years work experience
4. Exposure to and general understanding of intellectual property, marketing and commercialization for University IP.
5. Strong verbal and written communications skills
6. Good organizational skills and attention to detail

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7. Excellent problem-solving skills
  8. Strong interpersonal skills that reflect courtesy, diplomacy, and a collaborative approach to develop and maintain effective working relationships.
  9. Ability to work as part of a team and to exercise good judgment and discretion in the performance of all work assignments.
  10. U.S citizenship or legal permanent resident status required.

#### *PREFERRED EDUCATION AND EXPERIENCE*

Creative and thoughtful, good judgement, and able to work in teams. Attention to detail, sensitive to the needs of multiple stakeholders in a complex academic environment. Some knowledge or exposure to activities related to management of intellectual property. Technical knowledge in a specific science area. Self-starter. The TLO values respect for the educational and research mission of MIT.

\*\* 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.