The Stanford Industrial Contracts Office is in need of temporary help starting in June 2021. This would be a 6-month full-time position. Pay to be determined based upon level of experience. Currently we are working remotely, but there may be a return-to-office (Stanford Redwood City location) beginning in September 2021. Therefore, candidates must be in the SF Bay Area or are able to relocate to the Bay Area beginning in September.

**Education & Experience:**
- Bachelor's degree and five years of relevant experience or a combination of education and relevant experience.
- Demonstrated ability to draft, negotiate and conclude industry research agreements.
- Demonstrated understanding of intellectual property and licensing issues as they pertain to industry sponsored research.
- Demonstrated understanding of university research environment and policies.
- Advanced communication skills to clearly and effectively communicate information to internal and external audiences, client groups and all levels of management.
- Strong analytical and problem solving skills to review and analyze complex information.
- Strong service orientation, demonstrated ability to work effectively in a fast-paced, action-oriented, customer-focused service environment.
- Extremely detail oriented and able to work well independently, but also able to seek out assistance when needed.
- Excellent interpersonal skills, good judgment and the ability to conduct negotiations in a timely manner.
- Strong organizational skills and the ability to prioritize a variety of tasks and demands.
- Strong computer skills, including Microsoft Office Suite and ability to learn applicable university and departmental systems.

**DEPARTMENT**

The Industrial Contracts Office (ICO) is part of Stanford University’s Office of Technology Licensing (OTL), which evaluates, markets, and licenses technology owned by the University. ICO negotiates and signs sponsored research and other research-related agreements with industry and handles all University material transfer agreements, working closely with OTL’s Licensing team on intellectual property terms for research agreements. ICO also works closely with the Office of Research Administration and many other University research administration offices. ICO's mission is to foster and maintain mutually beneficial relationships with industry sponsors and provide high-quality and timely service to our constituents -- Stanford faculty and staff -- while maintaining a balance between Stanford and industry interests.

*Experience a culture of excellence.*

At Stanford University, not only are you part of an exceptional team that values innovation and education, but you also become part of a culture that brings out the best in you. Recently earning
the top ranking in The Chronicle of Higher Education’s list of “Great Colleges to Work For,” Stanford University is an ideal setting for contracts professionals looking to advance their careers.

As one of the world’s premier research institutions, Stanford University has launched hundreds of initiatives solely for the betterment of humanity. Stanford is committed to fostering a workplace culture that promotes diversity, collaboration and professional growth. Our culture offers career development programs, competitive pay that reflects market trends and benefits that increase financial stability and promote healthy, fulfilling lives.

Stanford University is an equal employment opportunity and affirmative action employer and is committed to recruiting and hiring qualified women, minorities, protected veterans and individuals with disabilities.

Physical Requirements*:
- Frequently perform desk-based computer tasks, seated work and use light/fine grasping.
- Occasionally stand, walk, use a telephone, lift, carry, push, pull objects that weigh up to 10 pounds.
- Rarely writes by hand.

*Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

Background check will be required for all final candidates. This is not a benefits-eligible position.