

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Technology Licensing Associate/1200**

**Function and General Scope**

Positions assigned to this class are responsible for managing University technologies including patents, copyrights, trademarks, biological materials, other tangible materials, and proprietary information from the pre-disclosure stage through invention evaluation, marketing, licensing and management of contractual compliance.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a biological science, physical science or engineering with a broad technical knowledge base AND two (2) years experience in technology transfer. A Master's degree in a related field may be substituted for up to one year of the required experience. A doctoral degree may be substituted for up to two years of the required experience.