**The Office of Technology Licensing**

Reporting to Laurie Tzodikov, Assistant Director Associate  
Position starting date: September 1, 2019  
Position end date: December 18, 2019

The above dates are preferred but are negotiable, and to be consistent with the academic calendar.

How to apply: Applicants should submit a cover letter and a copy of their resume via email to Laurie Tzodikov tzodikov@princeton.edu

**About the Office of Technology Licensing (OTL)**

At OTL, we help connect industry partners, investors, and entrepreneurs with Princeton's cutting-edge technologies and researchers to bring innovative solutions to real world problems. The OTL facilitates the transformation of scientific and technological discoveries into products and services for societal benefit in a manner consistent with Princeton University’s emphasis on preeminent research, education and dedication to public service.

In pursuing this mission, we develop relationships with potential commercialization partners and participate in regional and national technology transfer forums to promote the goals and objectives of our faculty members, researchers, students and external community. We also regularly interact with the University community, which includes school deans, department chairs, individual faculty as well as the Office of the Dean for Research, the Princeton Entrepreneurship Council, the Princeton Plasma Physics Laboratory, the Keller Center for Innovation in Engineering Education, the Andlinger Center for Energy and the Environment, Mid-InfraRed Technologies for Health and the Environment (MIRTHE), and the Princeton Institute for the Science and Technology of Materials (PRISM) to support their goals in innovation and commercialization of technology.

OTL is seeking a University Administrative Fellow (UAF). The position would be for the fall of the 2019 academic year. The UAF will be exposed to and take an active role in the technology transfer process by assisting in the analysis and marketing of Princeton technologies. To accomplish this task, the UAF will assist OTL Licensing Associates to:

* Screen and prioritize technologies for commercialization efforts
* Prepare non-confidential summaries of technologies for marketing purposes
* Prepare market analyses for selected technologies
* Identify target companies and contact their representatives to assess their interest relating to Princeton technologies
* Assist in the preparation of NDA's, MTA's, Option and License Agreements
* Schedule faculty and external meetings as needed
* Explore various licensing, sponsored research or venture creation opportunities with appropriate partners such as corporations and venture capital/angel investors
* Perform patent searches
Essential Qualifications

A technical background is required, in the life or physical sciences, to understand, evaluate and discuss candidate technologies. A current field of study or interest in a business or legal career is preferred. Basic computer skills (Word, Excel, etc.) are required. Strong interpersonal and communication skills are required.

Contact: For any questions please feel free to contact:

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