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# Division of Research

## Intellectual Property Graduate Assistantship

Submission Date	Jul 18, 2025 8:05 AM
Employing Office	Division of Research
Job Title	Intellectual Property Graduate Assistantship
Type of Graduate Assistant Position (RAII, RAI, TI, TA)	RAII, RAI
Number of Vacancies for this Position	1
Hours per Week (per vacancy)	20
Term	Academic Year
Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)	biology, chemistry, engineering or other scientific discipline; or minimum of 3 years of related industry experience
Qualifications/Preferred Skills	<ul style="list-style-type: none"><li>• Undergrad in biology, chemistry, engineering or other scientific discipline; or minimum of 3 years of related industry experience</li><li>• Strong computer and analytical skills, as well as the ability to use internet searching and other research tools to identify and analyze prior art</li><li>• Excellent written and verbal communications skills</li></ul>
Position Description	<p>Technology Transfer is the process of transferring discoveries or innovations derived from University research into products and services that benefit all mankind.</p> <p>An IP GA with our department can expect to gain an understanding of BGSU's patenting policy and procedure, the invention disclosure process and what constitutes a patentable technology. This position provides an outstanding educational and resume-building opportunity.</p> <p>Responsibilities of the position will include:</p> <ul style="list-style-type: none"><li>• Reviewing invention disclosures</li><li>• Performing patent searches; assisting in the determination if technology is appropriate for patenting or other protection</li><li>• Drafting patentability memos and other communications with university inventors</li></ul>

- Drafting and reviewing material transfer agreements, confidentiality agreements, and other transactional agreements as needed
- Assisting with the preparation and review of patent applications
- Other special assignments that may arise throughout the semester

Required application materials      Cover Letter & Resume

Send application materials to      [foxmw@bgsu.edu](mailto:foxmw@bgsu.edu)

Application Due Date      Sept 1