**Position Title:** Assistant Director  

**Program:** IP Innovation Clinic, York University  

**Reports To:** Director, IP Innovation Clinic  

**Contract Term:** 1-year contract with possibility of extension  

**Hours of Work:** 35 hours per week  

**Annual Salary:** $80,000-85,000  

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**JOB OVERVIEW:**  

The IP Innovation Clinic, founded in 2010 by Professor Pina D’Agostino, provides one-to-one intellectual property legal information services to under-resourced innovators, entrepreneurs, and start-up companies. Under the supervision of lawyers from top law firms, Osgoode Hall law students perform prior art and trademark searches, commercialization and IP strategy consultations, license review, and related services. The Clinic has saved over 500 clients well over $2 million in legal fees and empowered clients like Skygauge Robotics and Intellijoint Surgical Inc. to leverage their IP into millions of dollars of funding, creating numerous jobs in the process.  

The Assistant Director will be responsible for leading and managing the operations of the IP Innovation Clinic. Working with the Clinic’s Director, Professor Pina D’Agostino, the role will define the strategic direction of the clinic and its services, execute the clinic’s education, marketing and outreach strategy, and manage the administration for all files processed by the clinic and associated research projects.  

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**MAJOR DUTIES:**  

- Development and management of the Clinic’s strategic operating plan and value proposal, in collaboration with the Director  
- Management, development and maintenance of the Clinic’s brand and education platform, including support for the Innovation Law Program and Clinic’s research projects  
- Identify new collaboration and funding opportunities for the Clinic and lead in pursuing such opportunities  
- Manage workflow and relationships with law students, clients, law firms, government, industry partners, and York University (VPRI, Osgoode and York alumni) to support the Clinic’s clients, activities and innovation community  
- Establish internal and external collaborations with York University, key IP stakeholders across the industries – AI, automotive, and medical technology companies, health care institutions and the legal community  
- Organization and execution of outreach events, both for the Clinic and with internal and external collaborators  
- Management of Clinic finances, including budget planning and forecast and financial reporting to York University and IPON  
- Track performance metrics and identify demographic and sectoral gaps in outreach and support. Produce reports and presentations for senior leadership on progress review and recommendations  
- Approve eligible hours for students looking to meet their Osgoode Public Interest Requirement  
- Liaise with IPON to determine the most effective delivery of IPON services to Clinic clients
• Promote Clinic initiatives and services, through developing and maintaining the Clinic website and social media accounts. Work in collaboration with VPRI and York central communications where appropriate

QUALIFICATIONS:

Education and Experience
• University degree required, with JD/LLB degree preferred.
• Graduate degree in IP and/or membership with the Law Society of Ontario would be an asset.
• Minimum 5 years recent related experience, preferably in an academic or related research focused unit or multifaceted environment, working in:
  a. Program or project management, organizing, managing workflows, stakeholder liaison and engagement, coordinating conferences, events and seminars, or similar relevant project management experience
  b. Design and execution of professional communication strategies, including proficiency in the use of social media and content generation

Skills and Knowledge:
• Demonstrated knowledge and practice in the field of IP and technology law
• Proven administrative, project management and managerial experience in a multifaceted environment
• Demonstrated experience managing program budgets and decision making balance costs and operational objectives; strong financial and budgetary skills to manage activities and work within established constraints
• Ability to work in an educational setting, mentor and work with students, lawyers and staff
• Strong oral and written communication skills, including the ability to draft clear and concise correspondence, documents using highly developed research, writing, and editing skills and superior attention to details
• Advanced proficiency in the use of technology for project management, database management, word processing, and financial planning. Desktop and web design considered an asset.
• Advanced proficiency in the use of social media to promote the Clinic, its members and partners
• Excellent project management, time management, organizational and analytical skills
• Ability to thrive in a high pressure, conflicting priorities environment
• Proficiency in French and other languages is an asset

Application Instructions:

Please submit a cover letter and updated resume to Emma Yuen, Senior People Partner, Office of the Vice-President Research & Innovation at emmay@yorku.ca Please reference the title of the position in the subject of the email.

This position is posted until filled.