**PURPOSE / SCOPE:**

IP Osgoode, Osgoode Hall Law School’s flagship Intellectual Property (IP) Law and Technology Program is one of Canada’s leading IP law and technology programs. IP Osgoode leads IP law and policy discussions in Canada by providing an independent and authoritative voice on issues and by broadening and enhancing the relevant public policy debates and practices in Canada. The Program aims to provide an independent and authoritative voice on IP law and technology issues and broaden and enhance the relevant public policy debates and practices in Canada. Under the direction of the Director of the Program, the Assistant Director is responsible for the administration and management of the Program in support of the overall objective.

**MAJOR ACCOUNTABILITIES:**

1. The Assistant Director is responsible for supporting and assisting the Director on the overall administration and management of the IP Program. This incumbent participates in the management, development, and creation of a strong and effective identity for the Program which involves managing, attracting, and participating in the Program’s research projects.

2. The Assistant Director manages and contributes to a dynamic website that has become a magnet for a wide-range of stakeholders and a central hub for the discussion of IP and technology issues in Canada and internationally.

3. The Assistant Director will contribute to the overall mission and effectiveness of the Program by managing its clinical and outreach activities. This includes the overall management of the Innovation Clinic and organizing and promoting talks and conferences, speakers, events, and publications. Specific management initiatives involve annual international symposia connecting lawyers, academics, members of the judiciary and industry.

4. The incumbent will maintain strong ties with the community to support the Innovation Clinic by working with law students, clients, law firms, and government, industry participants and Osgoode and York alumni. In particular, the Assistant Director, will work with York University, York’s VPRI Office and Innovation York to support its innovation community, clients and activities.

5. The Assistant Director will work with visiting and graduate scholars who will be associated with the Program and participate in its cadre of activities, such as coordination of activities including IP Osgoode Speakers series and conferences.

6. In consultation with the Director, the incumbent will support the establishment of internal and external collaborations within York and externally, with key IP stakeholders such as industry—pharmaceutical, biomedical and technology companies, health care institutions and the legal community.

7. The Assistant Director establishes links with IP alumni, practitioners and members of the judiciary to carry out research projects and activities that address current major IP and technology issues.
8. In consultation with the Director, the incumbent is responsible for the program finances for the related activities. This includes managing the budget in support of the Program.

**QUALIFICATIONS:**

**Education:**
JD/LLB degree. Graduate degree in IP would be an asset

**Experience:**
2-3 years of recent related experience, preferably in an academic or related research focused unit or multifaceted environment. Experience with project management, organizing, managing and facilitating conferences, events and seminars, or similar relevant project management experience. Experience in the design and execution of professional communication strategies, including proficiency in the use of social media. Experience working with a broad range of stakeholders.

**Skill:**
- Proven administrative and managerial experience in a multifaceted environment
- Demonstrated experience organizing, managing and facilitating conferences, events, and seminars balancing costs and operational needs
- Strong financial and budgetary skills to manage activities and work within established budgets
- Strong communication skills (written and oral)
- Proficiency in the use of technology and the Internet
- Strong planning and organizational skills, ability to handle the development of several initiatives at the same time
- Highly developed research, writing, and editing skills
- Excellent organizational and analytical skills. Advanced computer skills including word processing, database management, spreadsheets, desktop design and web
- Ability to produce clear and concise documentation and reports
- Excellent project management, time management, organizational and analytical skills
- Demonstrated skills and ability in initiating, implementing, coordinating and monitoring a wide variety of projects and events, both short-term and long-term
- Superior attention to detail
- Ability to manage multiple priorities from many different sources and work effectively under pressure
- Ability to meet short/long term deadlines
- Flexible and receptive to change
- Ability to maintain confidentiality
- Proficiency in French and other languages is beneficial
- Demonstrated knowledge and practice in the field of IP and technology law