

**Georgia State University  
Office of Legal Affairs**

**Graduate Research Assistant (GRA) Position**

**Intellectual Property & Higher Education Matters**

**Fall 2017**

---

The University's Office of Legal Affairs is seeking one (1) GRA – Graduate Research Assistant – for the 2017 Fall Semester to primarily work with the University's intellectual property portfolio but also to provide research assistance on a wide variety of transactional and higher education matters.

All qualified law students, including current 1Ls, may apply.

A commitment of 10 - 15 hours per week for the full Fall Semester is required. Compensation is in the form of a full tuition waiver and a \$2,000 stipend. Applicants must be taking at least 6 credit hours of classes in the 2017 Fall Semester.

**JOB DESCRIPTION:** Under the supervision of an attorney, the GRA will assist the Office with intellectual property matters that may include reviewing invention disclosures by faculty members, performing prior art searches, providing reports and updates on the patent portfolio, assisting with internal parties and outside patent counsel. The GRA may also provide research assistance on a wide variety of higher education matters (e.g., student affairs, compliance, tax, athletics, etc.), as well as transactional and policy issues. The GRA will also be expected to communicate with internal parties at the University and to perform any other related duties as needed.

**QUALIFICATIONS SOUGHT:** The preferred candidates will have the ability to read and understand technical disclosures and papers, have excellent research abilities with both legal and non-legal sources, as well as strong written and oral communication skills. Having at least a B.S. degree in chemistry or engineering, or an advanced degree in biology, or related field, is strongly preferred. Experience or coursework in patent or intellectual property law or patent bar membership is helpful but not required. In addition, the preferred candidate should be able to manage a diverse workload and exhibit flexibility and creativity in solving problems.

Applicants should submit a cover letter and resume by **5:00 p.m. July 14, 2017** to the Office of Legal Affairs at Centennial Hall, 100 Auburn Avenue NE, Suite 315, Atlanta, GA 30303, or by e-mail to Ms. Gwen Spratt at [gspratt@gsu.ecu](mailto:gspratt@gsu.ecu). Please contact Ms. Spratt by email or at (404) 413-0500 with any questions.