

Posted: July 27, 2022



POSITION ANNOUNCEMENT

TITLE: IP SUPPORT SPECIALIST

DEPT: SOUTHWEST INNOVATION ALLIANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$40,000-\$45,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: August 4, 2022* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Under the supervision of the Tech Transfer & Transition Officer, directly supports and provides administrative and legal assistance of the Air Force National Weapons Center (AFNWC) Intellectual Property (IP) Attorney in support of the Southwest Innovation Alliance PIA through the United States Air Force Research Laboratory (AFRL) for the Department of Defense (DoD). The incumbent shall provide basic functional support for tasks associated with AFRL IP tech transfer dockets and filing application processes. Maintains databases, internal document tracking systems, and electronic software systems. Conducts novelty searches on various technologies of new IP applications. Monitor applications and provisional dockets for compliance and deadlines on a daily basis. Be responsible for preparing reports, conducting and coordinating meetings as appropriate. Incumbent may be occasionally tasked by staff within the Tech Transfer and Transition team.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school. Area of Study: Paralegal and Administration. Proficiency in Microsoft Word, Excel and Data Management skills required. Ability to communicate effectively, both orally and in writing required. Experience in database management (internal/external) required. Ability to work both independently and in a team environment required. Skill in use of personal computers and related software applications required. Ability to understand and follow complex, detailed instructions required. Working knowledge and skill in intellectual property concepts desired. Bachelor's Degree in Business Administration or equivalent desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 128, Socorro, NM 87801