

Posted: December 20, 2021



REVISED 2/23/22
POSITION ANNOUNCEMENT

TITLE: MANAGER/ INNOVATION & RESEARCH PARK
DEPT: OFFICE OF INNOVATION COMMERCIALIZATION

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$50,000-\$65,000

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: Concurrent* 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:

This position reports directly to the Executive Director of the Office of Innovation Commercialization (OIC). This position will have dual roles related to managing and supporting efforts in the OIC and managing the New Mexico Tech University Research Park Corporation (NMTURPC). The person in this role will work closely with the OIC Executive Director and the NMTURPC president and Research Park Board Officers under general guidance and periodic review.

Manage, track deadlines/statuses, and monitor existing and new intellectual property developed on the NMT campus. Ensure effective and timely communication with the OIC Executive Director and NMTURPC board regarding IP deadlines. Help manage correspondence related to intellectual property filing and prosecution.

Maintain IP records and databases. Assist OIC Executive Director to process new U.S. Provisional, Continuation, Utility, Design, and PCT files.

Provide support and manage the OIC Executive Director's travel and OIC financials. Manage new faculty invention disclosures and maintain record of faculty invention disclosures. Arrange quarterly NMTURPC meetings, assist NMTURPC board maintain financial records, financial reporting, and annual audit reports.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in engineering, accounting, management, or related field. Accounting and financial reporting required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 250, Socorro, NM 87801