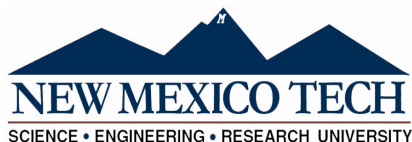


Posted: July 27, 2022



POSITION ANNOUNCEMENT

TITLE: TECH TRANSFER PROCESS SPECIALIST II

DEPT: SOUTHWEST INNOVATION ALLIANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$40,000-\$48,000

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 technical assistance for agreements in support of the Southwest Innovation Alliance PIA through the United States (US) Air Force Research Laboratory (AFRL) for the Department of Defense (DoD). The incumbent shall provide basic functional support for project tasks associated with tech transfer and transition activities. Maintains databases, internal document tracking systems, and electronic software systems. Monitor existing agreements for compliance with terms and conditions. Assists in the administrative operation for executing agreements and modifications for internal and external coordination processes. Be responsible for preparing reports, conducting and coordinating meetings as appropriate.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school. Area of Study: Business or Science in Technology field or closely related field. (2) years of comparable experience in administrative and some contractual programmatic roles. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to communicate effectively, both orally and in writing. Proficiency in computer skills, to include database management, Microsoft Word and Excel. Ability to gather data, compile information, and prepare reports. Record maintenance skills. Ability to verify data input and correct errors. Ability to understand and follow complex, detailed, and technical instructions. Ability to work both independently and in a team environment. Skill in the use of personal computers and related software applications desired. Experience in database management (internal/external) desired. Project planning skills desired. Bachelor's Degree in Business or Science or other closely related field desired.