POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SPECIALIST
DEPT: AFRL/TECH TRANSFER SUPPORT GROUP

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

LOCATION: Technology Transfer Support Group Albuquerqe, NM

STARTING RATE or SALARY RANGE: $13.25 - $16.50
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: October 23, 2014
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:
Provide assistance to the Technology Transfer Agreements Specialist, and the Office of Research and Technology Applications (ORTA). Assist in the processing, tracking, and execution of technology transfer mechanisms, including: Cooperative Research and Development Agreements (CRADA); Educational Partnership Agreements (EPA); Patents and Patent License Agreements (PLA), etc. Serve as a focal point to collect and report weekly, monthly, and quarterly reports. Maintain manual and electronic databases of technology transfer agreements assuring they are current and accurate.

REQUIRED QUALIFICATIONS:
Associates Degree and relevant experience required. Bachelor's Degree preferred. Proficient in Microsoft Word, Excel, and PowerPoint, and SharePoint knowledge desired. Excellent writing and verbal communications skills required. Familiarity with Technology Transfer Mechanisms desired. Adobe Acrobat Pro - including forms desired. Incumbent is required to obtain a Secret Security Clearance for this position. Therefore the incumbent must pass a background investigation to secure such clearance. Evidence of successful formal training in Microsoft Word, Excel, PowerPoint, Access and SharePoint software desirable.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 128, Socorro, NM 87801-4796