POSITION ANNOUNCEMENT

TITLE: TECHNOLOGY TRANSFER ANALYST II

DEPT: TECHNOLOGY TRANSFER

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE:
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: 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:
Provide administrative and technical assistance for contractual agreements in support of the Technology Transfer Collaborative through the U.S. Air Force Research Laboratory (AFRL) Partnership Intermediary Agreement. Facilitates the development and execution of appropriate contractual mechanisms to advance tech transfer and engagement opportunities. Assist in monitoring existing agreements to ensure compliance with contract terms. May negotiate or extend agreements as appropriate. Works with technical staff/faculty and management to formulate methodologies for creating value from the research and innovations developed by technical staff/faculty. Assist in maintaining database, internal document tracking systems and electronic software systems. As requested, assists in the coordination of special department activities and other similar functions.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree required; area of study any. Master’s Degree preferred.
- Three (3) years of direct experience in contractual agreement development, negotiation, and execution in a university, government or industry environment related to sponsored research and intellectual property required.
- Ability to obtain and maintain a DOD security clearance is required.
- Experience reviewing legal documents (contracts), understand terms and conditions, and negotiating terms and conditions are required.
- Knowledge of MS Office, database systems and electronic research administration systems are required.
- Strong and effective communication and interpersonal skills are required.
- Ability to work in a team environment is required.
- Analytical, evaluative and critical thinking skills are required.
- Ability to monitor and support project deliverables, provide fiscal support and the ability to meet multiple deadlines and resolve complex problems and issues.
- Certified Research Administrator (CRA) desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 003, Socorro, NM 87801-4796