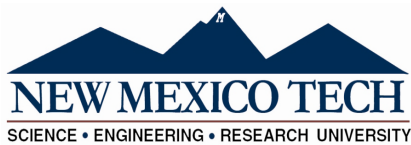


Posted: February 11, 2026



POSITION ANNOUNCEMENT

TITLE: OPERATIONS COORDINATOR

DEPT: SWIA

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$52,000 – \$60,000

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: 02/20/2026* 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 SUMMARY:

The Operations Coordinator for AFRL T3 Programs supports the day-to-day operational, administrative, and logistical functions of SWIA's technology transfer and transition programs and related innovation and partnership activities conducted with the U.S. Air Force Research Laboratory (AFRL).

This role ensures smooth workflows, clear communication among stakeholders, and accurate documentation of program activities. The Coordinator organizes schedules, coordinates meetings and events, prepares routine reports, maintains program records, and supports communication efforts with AFRL personnel, academic partners, and industry collaborators. Additional responsibilities include supporting success-story development, innovation discovery sessions, internal technology scouting, and the documentation of partner and stakeholder interactions. The position requires strong organizational and multitasking skills, excellent communication, and the ability to collaborate in a dynamic federal research environment.

This position is based in Albuquerque, New Mexico, at the Air Force Research Laboratory (AFRL) campus on Kirtland Air Force Base (KAFB), with hybrid/work-fromhome flexibility available as agreed with the supervisor. The selected hire must be able to obtain and maintain access to a federal military installation. May be required to obtain and maintain a Department of Defense (DoD) security clearance, as appropriate.

JOB FUNCTIONS:

Program Coordination for Technology Transfer & Transition Activities: Supports day-to-day coordination of SWIA's technology transfer and transition programs with AFRL. Ensures consistent communication flow across AFRL personnel, SWIA staff, academic partners, and industry collaborators. Tracks program needs, assists in monitoring timelines, and ensures operational alignment with program goals.

Meeting, Event, and Engagement Logistics: Coordinates logistics for meetings, briefings, interviews, workshops, and partner engagements. Schedules participants, prepares agendas and materials, manages logistics at AFRL or partner locations, and assists in documenting outcomes.

Administrative Support & Documentation Management: Prepares, organizes, and maintains program records, correspondence, reports, and tracking logs. Supports document formatting, data gathering, and updates to program documentation.

Success Story & Communications Coordination: Coordinates interviews with AFRL subject-matter experts and collaborators; gathers information to support writing teams; and prepares summaries or draft content for website features, marketing materials, and award submissions.

Stakeholder Engagement & Interaction Tracking: Tracks interactions with companies, venture groups, and partners; maintains engagement logs and databases; schedules follow-up conversations; and supports communication across internal and external stakeholders.

Innovation Discovery Event Support: Coordinates logistics for Innovation Discovery Events, prepares agendas and materials, gathers information during sessions, and documents outcomes. Facilitates communication between AFRL researchers, industry partners, and academic collaborators.

Technology Scouting: Assists in identifying AFRL capabilities, technologies, and facilities suitable for research collaboration or transition opportunities. Collects information directly from researchers or internal documentation to maintain awareness of available technologies.

Technology Opportunity Identification & Follow-Up: Documents potential technology gaps, partnership needs, and alignment opportunities. Maintains scouting logs, captures technical leads, and coordinates follow-up conversations or meetings with researchers and collaborators.

Other Duties as Assigned: Performs additional operational or administrative tasks needed to support technology transfer and transition activities.

REQUIRED QUALIFICATIONS:

Associate degree in business administration, management, public administration, STEM, or a related field. 2–3 years of administrative, operational, or coordination experience. Experience coordinating schedules, meetings, and engagement logistics. Experience managing records, documentation, and correspondence. Experience supporting multi-stakeholder communication.

Must possess or be able to obtain and maintain a valid New Mexico driver's license. Must complete university driving certification to operate a university vehicle. Must be able to obtain and maintain access to a federal military installation (KAFB). May be required to obtain and maintain a Department of Defense (DoD) security clearance, as appropriate.

DESIRED QUALIFICATIONS:

(1) Bachelor's degree in business administration, management, public administration, STEM, or a related field. (2) Training or certifications in project coordination, operations, or office management are beneficial. Experience supporting technology transfer, technology transition, innovation, or research programs. Experience preparing summaries, brief reports, or communication materials. Experience coordinating events or facilitating partner interactions. Familiarity with academic, industry, or government research environments.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 20%	Walking 13%	Pulling 10%
Pushing 10%	Lifting 10%	Stooping 5%	Kneeling 5%
Crawling 2%	Climbing 2%	Reaching 2%	Other 1%

Apply to: nmtjobapps@npe.nmt.edu