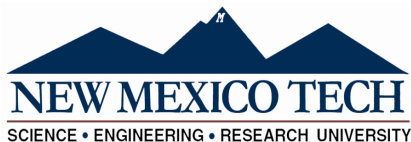


**Posted:** June 3, 2026



## POSITION ANNOUNCEMENT

**TITLE: RESEARCH INTERN**

**DEPT: ICASA**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

### **STARTING RATE or SALARY RANGE** \$20.00

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: 06/11/2026\*** 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 Research Intern provides entry-level support for research projects under close supervision, gaining practical experience in a laboratory or field environment. They assist with routine tasks such as preparing materials, collecting data, and maintaining accurate records. Research Interns learn standard research methods, equipment usage, and safety procedures while contributing to ongoing projects. They may participate in team meetings, literature reviews, or presentations to broaden their understanding of the research process. The role encourages professional development and skill-building through mentorship by experienced researchers and faculty. Interns are expected to follow institutional policies, ethical standards, and laboratory safety guidelines. This position serves as an introduction to research careers and supports the university's commitment to training future scientists and engineers.

### **JOB FUNCTIONS:**

Provides entry-level support for research projects under close supervision to gain practical exposure to research environments and methodologies.

- Assists with routine research tasks such as data collection, data analysis, sample preparation, basic measurements, observations, or literature review activities.
- Prepares materials, supplies, equipment, or workspaces needed for laboratory, field, or research activities as directed.
- Accurately records observations, data, and research information in logs, spreadsheets, or tracking systems following established instructions.
- Assists with basic data entry, organization, and preliminary processing of research information under guidance.
- Follows all research protocols, safety procedures, ethical standards, and institutional policies at all times.
- Supports routine maintenance, cleaning, and organization of laboratory or research areas to ensure a safe and functional environment.
- Observes and learns standard research methods, laboratory techniques, field procedures, and documentation practices.

- Collaborates with faculty, researchers, graduate students, postdoctoral researchers, and staff to support assigned research activities.
- Participates in training sessions, orientations, and mentoring activities designed to build foundational research skills.
- Assists with preparation of basic summaries, posters, or draft materials for internal use as directed.
- Develops foundational understanding of research workflows, compliance requirements, and professional research conduct.
- Performs other duties as assigned in support of research training objectives, laboratories, and institutional research activities consistent with the internship nature of the appointment.

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree. Ability to communicate effectively, both orally and in writing. Ability to understand and follow complex, detailed technical instructions. Ability to work both independently and in a team environment. Project development and planning skills. Entry-level engineering and/or advanced technical knowledge and skill at the Bachelor of Science level within specified area of technical professional specialty. US Citizenship. Current/eligible TS/SCI Security Clearance. Valid NM Driver's License.

**LIFTING REQUIREMENTS:**

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

0 - 15 pounds	O
15 - 30 pounds	
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 15%	Sitting 60%	Walking 20%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)