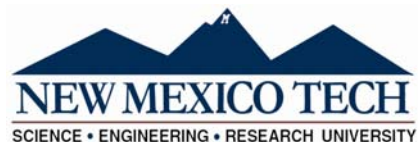


Posted: January 29, 2020



Revised 1/29/20
POSITION ANNOUNCEMENT

TITLE: OFFICE COORDINATOR

DEPT: OFFICE OF INNOVATION COMMERCIALIZATION

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

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:

Support the Office of Innovation Commercialization, including patent records, patent filing, invention-disclosure from tracking, and related tasks. Coordinate travel and schedules for NMT personnel as well as visitors to NMT. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Associate's degree required or completion of program of 18+ months after High School plus 5 years progressive experience. Must have experience with Microsoft Suite. Must be a self-starter with minimal supervision needed. Ability to communicate effectively in a professional environment required.