

Posted: January 29, 2020



REVISED 1/29/20
POSITION ANNOUNCEMENT

TITLE: TECHNOLOGY COMMERCIALIZATION COORDINATOR

DEPT: OFFICE OF INNOVATION COMMERCIALIZATION

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$72,000

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

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 OIC activities, including patent records, patent filings, invention-disclosure form tracking, and related tasks. Coordinate travel and schedules for NMT personnel as well as visitors to NMT. Keeping track of OIC budget line items. Tracking and recording NMT Invention Disclosure Forms. Interaction with NMT Patent legal team. Tracking patent expenses and critical dates associated with individual patent applications organize and track patent documentation, such as assignment forms. Travel arrangements for OIC personnel and visitors interaction with NMT inventors and others as assigned by OIC Executive Director. Other duties as assigned

REQUIRED QUALIFICATIONS:

Bachelor's degree required area of study; Calculus- based BS in management of technology, science, or engineering. Microsoft Office suite required. Self-starter and ability to perform with minimal supervision required. Able to communicate effectively both verbally and in writing in a professional environment required. Able to communicate effectively both verbally and in writing to a wide range or clients. Knowledge of intellectual property protection and the patent process desired. Experience working with technology startups and/or new technology companies desired.