POSITION ANNOUNCEMENT

TITLE: COORDINATOR/ MARKET RESEARCH & COMMERCIALIZATION
DEPT: TECHNOLOGY TRANSFER/ COLLABORATIVE OFFICE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $47,840-$56,160
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: July 9, 2021* 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:
This position will be responsible for conducting the technology marketing efforts for the Air Force Research Laboratory (AFRL). The fundamental purpose of this position is to support the Executive Director and/or IP & Commercialization Manager in planning, executing, and tracking technology marketing campaigns based on various technologies in the AFRL intellectual property portfolio. This position will also be responsible for conducting outreach to industry partners, and forming and maintaining productive technology partnerships for the AFRL.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required in Business, Science, Engineering, or related field. Proficiency in Microsoft Word and Excel required. Working knowledge and skill in intellectual property concepts required. Ability to communicate effectively, both orally and in writing required. Ability to understand and follow, detailed technical instructions required. Ability to work both independently and in a team environment required. Skill in the use of personal computers and related software applications desired. Experience in database management desired. Project planning skills desired. Ability to obtain and maintain a DoD secret level security clearance.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 105, Socorro, NM 87801