REvised 3/6/18

POSITION ANNOUNCEMENT

TITLE: PRE-AWARD NEGOTIATIONS MANAGER  DEPT: SPONSORED PROJECTS

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $50,960 - $63,700
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.

New Mexico Tech, a preeminent community of scholars dedicated to research, education, and innovation advancing Science, Technology, Engineering, and Mathematics is seeking an experienced Pre-Award Negotiations Manager for its Sponsored Projects Office which handles in excess of $55 million per year in external funding. Specifically, the Pre-Award Negotiations Manager will:

- Negotiate IP agreements and IP clauses in University grants and contracts;
- Negotiate NDAs, MOUs, MOAs, MTAs, PIA's, and other agreements as required;
- Negotiate university-industry partnership agreements and contracts;
- Provide post-award fiscal, administrative and technical guidance to faculty and staff for a designated folio of awards.

Requirements:
- Bachelor’s Degree required; advanced degree preferred.
- 5 years of direct experience in contractual agreement development, negotiation, and execution in a university, government or industry environment.
- A minimum of 15 hours of accounting and business/contract law.
- Industry, legal, or paralegal experience preferred.
- Proficiency with Microsoft Office (e.g. Word and Excel).
- Strong attention to detail, excellent communication (both written and verbal), organizational and interpersonal skills.

For immediate consideration, please contact New Mexico Tech, Human Resources Department, 801 Leroy Place, Socorro, NM 87801-4796.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 002, Socorro, NM 87801-4796