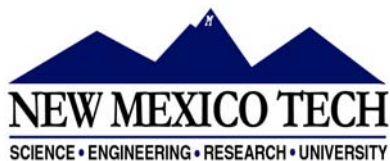


**Posted:** March 14, 2018



**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, PIAs, 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.**