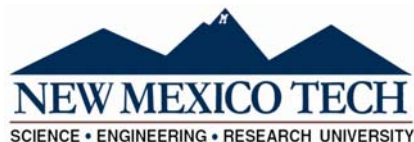


Posted: August 19, 2020



REVISED 8/19/20
POSITION ANNOUNCEMENT

TITLE: BUSINESS RESEARCH MANAGER

DEPT: OFFICE OF INNOVATION COMMERCIALIZATION

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$65,000

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:

This position is effectively 2 half- time positions, one working for the Office of Innovation Commercialization (OIC) and one working to support the New Mexico Tech University Research Park Corporation (NMTURPC). The fundamental purpose for the OIC duties is to support the Executive Director via tracking, monitoring, and helping to manage new intellectual property coming from the NMT campus and helping commercialize that intellectual property for the benefit of NMT and NMT inventors. The fundamental purpose of the set of duties dedicated to the NMTURPC is to support the NMTURPC via maintenance of financial records, financial reporting, handling annual audits, arranging NMTURPC meetings, and working with the President of the NMTURPC.

REQUIRED QUALIFICATIONS:

Bachelor's degree in engineering, management of technology, business, accounting or related field. Calculus-based Bachelor of Science degree in management of technology or engineering desired. Three (3) years' experience in one or more of the following: patent filing and tracking, intellectual property and commercialization, financial statement preparation and analysis, startup company development and marketing, project management, or related field. Three (3) years' managerial experience required. Proficient with Word Processing software and Microsoft Excel required. Webpage design and maintenance desired. Knowledge of accounting and financial reporting required.