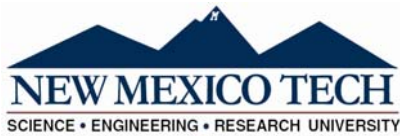


Posted: July 23, 2020



REVISED 7/23/20
POSITION ANNOUNCEMENT

TITLE: OFFICE COORDINATOR

DEPT: OFFICE OF INNOVATION COMMERCIALIZATION/ TCA

REG

TEMP (through 6/30/2021)

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$16.00

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 the New Mexico Statewide Technology Transfer Accelerator. Keep records as required. Coordinate meetings and travel for the Technology Transfer Accelerator. Be the State wide point of contact. Maintain confidential client records. Coordinate consulting schedules.

REQUIRED QUALIFICATIONS:

Associate's degree required or completion of program of 18+ months after high school with 5 years' of progressive experience required. Microsoft suite required. Self-starter, ability to perform with minimal supervision required. Able to communicate effectively in a professional environment required. Ability to communication effective with a broad range of clients required.