Student Internship Opportunity

Administrative & IT Support Student Intern

Job Description
The student internship at UNM Rainforest Innovations provides a combination of experiences including learning about the field of technology transfer (intellectual property and commercialization). Student interns have the opportunity to work with UNM Rainforest Innovations staff, attend educational seminars including presentations from visiting patent attorneys and companies, as well as interact with local entrepreneurs and investors. This position will benefit anyone that would like to get a better understanding of the intersection of business, science, and law. Training will be provided. Position reports to the Director of Economic Development.

Position Location
Lobo Rainforest Building, 101 Broadway Blvd. NE, Suite 1100, Albuquerque, NM 87102. The position may occasionally allow for remote work. To work remotely, the intern will need access to a computer and reliable internet access.

Student Internship Assignments Include:
• Handle immediate need activities such as video conferencing setups and other meeting room set-up
• Office equipment and IT inventory maintenance; take lead on disposal
• Tracking and escalation of incidents with UNM IT Field Agent Program
• Collecting, organizing, and analyzing various types of data or information, assist with special projects assigned
• Utilizing our proprietary database which tracks all intellectual property management, marketing, and licensing activities
• Data entry
• Provide back-up on receptionist duties, as needed
• Other duties as requested

Qualifications
Candidates for this position, at a minimum, should be starting their sophomore or junior year. Some experience working in a professional office preferred. Candidates for this position should be adept at computer skills and have a basic understanding of IT systems, with the ability to troubleshoot and resolve basic technical issues. Must have great organization skills and must be keen to detail. Candidates must be enrolled students at UNM for the duration of the internship and maintain a 2.50 GPA.

How to Apply
Email your cover letter and resume as a pdf or word document(s) to the contact below with the subject line, “Administrative & IT Support Student Intern.”

Cara Michaliszyn
Director of Economic Development
cmichaliszyn@innovations.unm.edu

About the Company
UNM Rainforest Innovations is a 501(c)(3) Company formed in 1995 to protect and commercialize UNM’s Intellectual Property, connect the local business community to UNM, and facilitates UNM’s role in New Mexico’s economic development.