



# Student Internship Opportunity

## Intellectual Property and Disclosures Assistant



### Job Description

UNM Rainforest Innovations is looking for a hard-working, organized, and professional UNM student to assist the Intellectual Property Manager and Disclosures & Agreements Coordinator to manage our intellectual property database, connect inventors and patent attorneys, and collect necessary paperwork for patent prosecution. This internship will also help with organizing our economic development events.

### Benefits

This is a part-time (15-20 hours) position with flexible scheduling, excellent work environment, and professional development opportunities.

### Qualifications

Candidates must be enrolled students at UNM for the duration of the internship and maintain a minimum 3.00 GPA. Some experience working is preferred. Candidates for this position should be adept at using a computer, must have great organization skills, be able to manage multiple tasks, welcomes added responsibility, and must be keen to detail.

### How to Apply

Email your cover letter and resume as a pdf or word document(s) to the contacts below with the subject line, "Intellectual Property and Disclosures Assistant."

#### Matthew Davis

Intellectual Property Manager

✉ [mdavis@innovations.unm.edu](mailto:mdavis@innovations.unm.edu)

#### Sally Frye

Disclosures & Agreements Coordinator

✉ [sfrye@innovations.unm.edu](mailto:sfrye@innovations.unm.edu)

Visit our website  
to learn more:



### 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.

#### UNM Rainforest Innovations

Lobo Rainforest Building  
101 Broadway Blvd. NE, Suite 1100  
Albuquerque, NM 87102  
(505) 272-7900  
[info@innovations.unm.edu](mailto:info@innovations.unm.edu)  
[innovations.unm.edu](http://innovations.unm.edu)