Background
UNM Rainforest Innovations (formerly STC.UNM) is a nonprofit corporation formed by and owned entirely by the University of New Mexico (UNM) to protect and transfer its faculty inventions to the commercial marketplace, and facilitate UNM’s role as a contributor to New Mexico’s economic development.

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 Accounting Coordinator and Office Administrator.

This is an in-person position.

Student Internship Assignments May Include:
• Provide quality assurance on invoices by matching information recorded in company database, making corrections to patent case numbers, flagging possible erroneous charges, etc.
• Utilizing our proprietary database which tracks all intellectual property management, marketing, and licensing activities
• Work with Office Administrator on various duties including preparing Quarterly Board Meeting presentations, maintaining and ordering office supplies, ensuring company brochures are in stock, etc.
• Provide back-up for Administrative Assistant & Receptionist
• Run errands to UNM, post office, bank, grocery store, etc. (must have own reliable vehicle – mileage reimbursed)
• Data entry
• Scanning projects
• Other special projects

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, 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.

Compensation
Student internship is part-time (approx. 15 - 20 hours/week) on a semester-by-semester basis at an hourly wage rate of $15 per hour. The employment period begins immediately with the possibility of continued part-time employment. Candidates must be dependable with a strong work ethic and be able to work with minimal supervision.

How to Apply
Email your cover letter and résumé as an Adobe Acrobat (PDF), MS Word attachment, or as plain text in the message body to Amber Ortega at aortega@innovations.unm.edu with the subject line “Student Office Assistant.”