Student Internship Opportunity

Student Office Assistant

Job Description
The student internship program 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.

Position Location
Lobo Rainforest Building, 101 Broadway Blvd. NE, Suite 1100, Albuquerque, NM 87102. This is an in-person position.

Student Internship Assignments May Include:
- Assist in critical review of all patent cost invoices received from patent law firms
- 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 and 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 2.5 GPA.

Compensation
Student internship is a 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 resume as a pdf or word document(s) to the contact below with the subject line, “Student Office Assistant.”

Amber Ortega
Office Administrator
✉️ aortega@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.