



Paid 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 Coordinator to manage our Intellectual Property database, prepare and process incoming technology disclosures, connect inventors and patent attorneys, and collect necessary paperwork for patent prosecution.

Benefits

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

Qualifications

- Candidates must be enrolled students at UNM
- Minimum 3.00 GPA required
- Must have great organization skills and be able to manage multiple tasks
- Welcomes added responsibility and must be keen to detail
- Previous working experience preferred
- Experience using Microsoft Outlook, Word, and Excel is preferred

How to Apply

Email both 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."

Visit our website to learn more:

Matthew Davis

Intellectual Property Manager

✉ mdavis@innovations.unm.edu

Sally Frye

Disclosures & Agreements Coordinator

✉ sfrye@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.

UNM Rainforest Innovations

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