



Student Internship Opportunity

Student Office Assistant



Job Description

UNM Rainforest Innovations is looking for a hard-working, organized, and professional UNM student to assist the Office Administrator. This position will benefit anyone looking for general office and clerical experience. Training will be provided. This position is in-person at the Lobo Rainforest Building, 101 Broadway Blvd. NE, Suite 1100, Albuquerque, NM 87102.

Benefits

This is a part-time (15-20 hours/week) position with flexible scheduling, excellent work environment, and professional development opportunities. Friday availability is preferred. This position is renewed on a semester-by-semester basis at an hourly wage rate of \$16/hour.

Student Internship Assignments Include:

- Work with Office Administrator on various duties including preparing Quarterly Board Meeting presentations, maintaining and ordering office supplies, ensuring company brochures are in stock, answering phone calls, greeting guests, etc.
- Provide back-up for Office Administrator
- Run errands to UNM, post office, bank, grocery store, etc. (must have own reliable vehicle – mileage reimbursed)
- Data entry and scanning projects
- Other special projects as needed

Qualifications

Candidates must be enrolled students at UNM for the duration of the internship and maintain a 2.5 GPA. Some experience working in a professional office preferred. Candidates should be adept at computer skills, must have great organization skills 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, "Applying for Student Office Assistant Position."

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.

UNM Rainforest Innovations

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