

## Technology Transfer Program Administrator

National Jewish Medical and Research Center is seeking a Technology Transfer Program Administrator to handle a variety of administrative activities for the Intellectual Property and Technology Commercialization Program. These activities include assisting with federal compliance reporting, maintaining departmental technology and financial databases and files, monitoring budgets, processing vendor invoices and invoicing licensees, and acting as an administrative liaison to other divisions, departments, and programs.

### EVIDENCE OF QUALIFICATIONS:

**Education:** Bachelors degree in business, finance, or science required.

**Experience:** At least two (2) years experience in legal, business, or academic research administration. Relevant experience in academic technology transfer, paralegal, and/or financial management preferred.

### - OR - Any equivalent combination of Education and Experience

**Special Skills:** Excellent interpersonal skills, including the ability to work with co-workers, researchers, faculty and support staff. Excellent written and oral communication skills. Excellent organizational skills. Demonstrated computer skills utilizing computer hard and software to manage specialized databases and create Microsoft spreadsheets and word processing documents. Ability to prioritize, take initiative and seek appropriate supervision. Knowledge of basic accounting and financial practices.

A cornerstone in the Denver healthcare community, National Jewish Medical & Research Center is a non-profit, non-sectarian institution.

National Jewish offers a complete benefits package to eligible employees including:

- Medical, Dental and Vision Coverage
- 403(b) Retirement Plan
- Flexible Spending Accounts
- Life Insurance
- Long-Term Disability Coverage
- Long-Term Care Coverage
- Employee Assistance Program
- Tuition Reimbursement (after 6 months of employment)
- Legal Plan
- Free Parking

National Jewish values diversity and we offer an excellent working environment and benefit package. To apply, please go to [www.njccareers.org](http://www.njccareers.org)