09-Aug-2018

DoD Engagement Aide (FWS Eligible)
Student Worker III
43936BR

Job Description

LightWorks® is currently seeking an enthusiastic and resourceful military veteran to work in their Innovation Accelerator as a DoD Engagement Aide. ASU LightWorks® places light-inspired and renewable energy research at the University under one strategic framework. ASU LightWorks® is a multidisciplinary effort to leverage the University's unique strengths in a broad set of emerging technologies, including energy efficiency, artificial photosynthesis, biofuels, and next-generation photovoltaics. ASU LightWorks® operates within the Office of Knowledge Enterprise Development (KED) and the Julie Ann Wrigley Global Institute of Sustainability, which seeks research funding, supports faculty researchers, nurtures partnerships with external partners, promotes innovation and entrepreneurship and shares what we learn with the community and the world. Working as a DoD Engagement Aide in the Innovation Accelerator, you will be exposed to a variety of fields including business development, tech to market strategies, marketing and communication. In addition to gaining valuable, hands-on experience in a fast-paced, exciting environment, you will also have the opportunity to request working on projects in your particular area of interest.

Student Recruitment Type
Student Hire Hourly

Campus/Location
Campus: Tempe

Department Name
LightWorks

Full-Time/Part-Time
Part-Time

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$12.00 per hour

Close Date
13-Aug-2018 **REPOSTED

Essential Duties
• Assist project leads with commercial/economic development efforts.

• Assist in business model creating and planning.

• Exploring DoD funding opportunities and connecting relevant ASU faculty.

• Attend and participate in management, marketing and customer engagement meetings.

• Assist with general office duties.

Minimum Qualifications

A significant amount of specialized training or experience is required.

Desired Qualifications

• Demonstrated business development experience, and/or business model work is desired. Upper level students are preferred.

• Experience working with the DoD and/or time served is desired.

• Attention to detail, effective communication skills and a professional demeanor are essential.

• Basic experience with Microsoft Excel is required, excellent PowerPoint skills are desired.

• Functional knowledge of Microsoft Outlook is preferred.

• Timeframe for student worker position: Fall 2018 semester with potential for promotion to staff thereafter.

• 20 hours per week commitment necessary.

Working Environment

• Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking.

• Visual acuity and manual dexterity associated with daily use of desktop computer.

• Bending, stooping, reaching and lifting up to 20 pounds.

• Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties.

• Regular review of completed tasks.

Department Statement
The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship, and share what we learn with the community and the world. We make discovery possible. [http://research.asu.edu/](http://research.asu.edu/)

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is **3:00PM** Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.