Entrepreneurship + Innovation Coordinator
43616BR
Off-Campus: Scottsdale
Coordinator

Job Description

Under general supervision of the Business Operations Manager Sr., the Entrepreneurship + Innovation Coordinator will assist in planning, organizing, and coordinating activities, functions and programs in accordance with priorities, time limitations, funding limitations or other specifications. Coordinates the facilities functions related to Entrepreneurship + Innovation-managed spaces currently including 1951@SkySong and the ASU Chandler Innovation Center. These functions include but are not limited to coordination of E+I room key assignments, ISAAC system access to 1951@SkySong, as well as maintaining information and data related to the individual use of spaces as well as reserved use of spaces at the ASU Chandler Innovation Center (ACIC) and 1951@SkySong. This position would also assist with coordinating, organizing, and oversight related to a variety of targeted E+I special events, working closely with other E+I team members, and serving as the primary point of contact for event logistics at ACIC and 1951@SkySong.

Job Family
Generic

Department Name
Entrepreneurship + Innovation

Full-Time/Part-Time
Full-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
$31,815 - $38,000 per year; DOE

Close Date
03-August-2018
Essential Duties

Facility Operations – 50%

- Coordinates logistics, scheduling and participant communications for events scheduled in 1951 and ACIC.
- Maintains reservations and schedules 1951@SkySong and ACIC facility and services for use by campus and outside organizations as appropriate and approved by AVP.
- Oversees and responds to emails regarding reservation requests for ACIC and 1951.
- Will be the point of contact for licensees of ACIC, assisting with ASU connectivity issues, room accesses, and facilities issues, contacting the appropriate departments for resolution.
- Works closely with ASU OKED Facilities and Operations units to coordinate staffing needed for events hosted in E+I space, as well as setup and AV needs.
- Works in tandem with part-time Coordinator regarding ACIC scheduling and access.
- Contacts licensees of ACIC and tenants of 1951 of upcoming events and ASU observed holidays.

Event Operations – 35%

- Works closely with E+I Staff to assist with logistics of event work plans in accordance with specifications, objectives and budget limitations.
- Works with E+I Financial staff to purchase event related expenditures and monitor expenditures in accordance with budget allocations.
- Recommend equipment and resources for each function/program/event as needed or required.
- Performs tasks related to specific function/program/event assigned, such as tracking event attendance.
- Maintains direct contact with personnel of various outside organizations and university departments associated with scheduled E+I functions/programs/events to answer any questions, provide updates, or other information that is required.
- Attends seminars, workshops and conferences hosted by E+I as a representative to offer assistance as needed.
- Serves as a representative to ensure all aspects of function/program/event are implemented according to plans.

General Operations – 15%

- Maintain database and metrics related to E+I space usage for reporting to AVP.
- Provide AVP with space access reports on a monthly basis.
- Maintain inventory list of E+I office equipment not tracked by UTO.
- Oversee and organize E+I storage unit for checkout and usage.
- Other miscellaneous operational tasks as needed and assigned.

Minimum Qualifications
Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Experience in work that requires organization skills with a strong attention to detail.
- Experience in working effectively in an environment subject to quickly changing priorities, making on the spot decisions and problem-solve accordingly.
- Experience in coordinating and prioritizing work and activities of self and others.
- Experience in establishing and maintaining effective working relationships both within ASU and surrounding community partners.
- Experience in working independently and be self-motivated.
- Evidence of effective verbal and written communication skills.
- Experience in handling sensitive/confidential information and short deadlines appropriately.

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

ASU's Knowledge Enterprise Development team 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.  [https://research.asu.edu](https://research.asu.edu).

Entrepreneurship + Innovation (E+I) is a dynamic and fast-paced working environment with a team of mission-driven and collaborative colleagues. We creatively support the process of launching and accelerating university-affiliated ventures by supporting courses to competitions, funding to faculty, and mentors to makerspaces. Venture Development is within E+I and serves all students, faculty, staff, alumni, and community members who are committed to commercializing an impactful new technology, product, or service by launching or growing a for-profit, more-than-profit, or non-profit enterprise.

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.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**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.