Program Coordinator, Student Entrepreneurship
44471BR
Off-Campus: Scottsdale
Program Coordinator

Job Description

The Program Coordinator for Entrepreneurship + Innovation (E+I) will support the advancement of the overall student entrepreneurship engagement experience for current ASU students. Under general direction of the Sr. Program Manager for Student Entrepreneurship, this position assists in the planning, development, implementation and evaluation of involvement opportunities and communities that promote student engagement with entrepreneurship and innovation at Arizona State University. This role will regularly work on projects that require high-level collaboration within the university and its networks, including supporting and co-creating entrepreneurship efforts within academic colleges, Educational Outreach and Student Services (EOSS), and other ASU units.

This position will serve as an advisor to the E+I fellows program, a cohort experience for a select group of incoming first-year students who are interested in engaging with innovation as part of their collegiate experience. Additionally this position will present educational workshops, plan social opportunities, represent the department at informational events, and plan university-wide events including ASU Launch Days.

Job Family
Business Operations

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

Close Date
Essential Duties

Advising

- Actively outreach and create experiences for entrepreneurship-focused registered student organizations
- Advise the E+I Fellows program, an experiential program that includes personalized support, mentorship and experiences connected to entrepreneurship. This program supports the development of an entrepreneurial mindset—curiosity, connections, and creating value—and is not limited to students who are actively working on a venture.
- Identify involvement and leadership opportunities for students interested in engaging with student entrepreneurship
- Connect students to relevant resources, including but not limited to the ASU Venture Devils program, competition opportunities, Entrepreneurship Catalysts, and opportunities coordinated by academic colleges, EOSS, and other ASU units that support the entrepreneurship experience.

Event Planning

- Coordinate logistics for ASU Launch Days, an outreach campaign that promotes awareness of entrepreneurship through classroom and campus engagement
- Identify, plan and promote regular social opportunities and trips for E+I Fellows and other entrepreneurship focused students
- Assist in designing and implementing various initiatives, programs, events and services to advance student entrepreneurship, and for the larger Entrepreneurship + Innovation team
- Develop and support collaborative programming with academic colleges, EOSS, and other ASU units to advance student entrepreneurship opportunities at multiple campus locations

Marketing

- Coordinate and work with OKED Marketing Communications on social media and blog content on various accounts to increase visibility of student entrepreneurship stories
- Assist in the marketing and recruitment of the E+I Fellows program
- Assist in the development and implementation of marketing strategies for events and workshops
- Assist in the promotion of student entrepreneurship events and activities coordinated by academic colleges, EOSS, and other units

Assessment

- Develop assessments and reports for student entrepreneurship involvement and programming initiatives on campus and with campus partners
• Assess and interpret data to provide recommendations for future areas of growth
• Prepares periodic reports on program activities, progress, status or other special reports as requested

Work location is primarily at the ASU SkySong; however, incumbent may occasionally be required to travel to off-campus events and ASU campuses.

Minimum Qualifications

Bachelor's degree in field appropriate to area of assignment AND two years administrative/coordinator program experience; OR, Six years of progressively responsible administrative/coordinator program experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

• Demonstrated knowledge of student development theory and practices, including student advising.
• Evidence of interest in innovation and entrepreneurship.
• Experience in planning events and programs for diverse audiences.
• Experience working with a diverse student population.
• Experience in working in a team environment.
• Evidence of effective written and verbal communication skills.
• Experience in developing and implementing student programming in a higher education setting, including workshops, presentations and events.

Working Environment

• Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
• Use office equipment including a desktop computer.
• Lift up to 20 pounds.
• Clearly communicate to perform essential duties.
• Receive 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.

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.