TDN Coordinator
44479BR
Off-Campus: Scottsdale Coordinator

Job Description

Under general supervision of the Executive Director of Training and Development, the Training and Development Coordinator will assist in planning, organizing, and coordinating activities, functions and programs in accordance with priorities, time limitations, funding limitations or other specifications. This Coordinator position will organize and coordinate support activities and functions related to the Entrepreneurship + Innovation Training and Development Network events and trainings such as info sessions, workshops, boot-camps, hackathons, training series, online offerings, and other training events, tools, and opportunities as they develop.

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
24-August-2018

Category
02

Essential Duties
I-Corps Site Grant Coordination – 20%

- Coordinates and schedules I-Corps info sessions (2-week sessions, 5-week sessions, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) sessions.
- Maintains and coordinates I-Corps communications, marketing, and web content.
- Monitors I-Corps participant tracking and create reports accordingly as directed and needed.
- Works with team members and OKED staff on I-Corp grant processing coordination.

Training Coordination – 20%

- Provides manager and facilitator communication coordination by maintain direct contact with personnel of various affiliated organizations and university departments associated with scheduled functions and/or programs.
- Provides offering marketing coordination through logistics, scheduling and participant communications for info sessions, workshops, boot-camps, hackathons, training series, online offerings, and other training events, tools, and opportunities that may overlap or occur concurrently.
- Provides offering logistics and hospitality coordination by scheduling facility and services for use by unit and affiliates.
- Provides budgetary/ financial/ stipend/ contract coordination as directed by the AVP, Executive Director, and Sr. Business Operations Manager.

Training Tools and Platforms Coordination (20%)

- Coordinates calendar and registration content related to programs and/or events for training and development for Venture Mentors.
- Provides multimedia content capture coordination.
- Arranges media site content coordination.
- Coordinates the logistics affiliated with Learning Management System (LMS) content creation and management.

TDN Affiliate Coordination (20%)

- Assists with student worker effort coordination as it relates to TDN.
- Tracks and maintains Academic Associate/ Contractor efforts.
- Coordinates TDN Councils and Work Groups and serves as a key contact and E+I representative as needed.
- Maintains all ASU and E+I operational affiliate coordination.

Facul Faculty/ Staff Networkshop Coordination (10%)

- Coordinates all event planning in accordance with specifications, objectives, and funding limitations.
Interacts and maintains liaison with administrators, faculty, staff, and other stakeholders in facilitating program objectives.
Provides assistance and information to faculty, staff, and other outside organizations regarding each function and/or program.
Organizes communications and follow-up coordination.

ASU, ASU, KED, E+I Service and Other Duties as Assigned (10%)

- Attends seminars, workshops and conferences as appropriate.
- Represents the unit and serves on various department and university committees as needed.
- Serves as a representative to ensure all aspects of events, programs, or workshops are implemented and controlled according to plans.

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 working with room scheduling software.
- Demonstrated knowledge of ASU academic project coordination and scheduling activities, policies and procedures.
- Experience working in Higher Education.
- Experience in entrepreneurial training and development best practices.
- Experience in coordinating activities and establishing priorities.
- Experience in establishing and maintaining effective working relationships with faculty, colleagues and students.
- Demonstrated knowledge of concurrent project/effort coordination.

Working Environment

- Work duties are performed in an environmentally controlled office setting.
- Regular activities may require ability to quickly change priorities.
- This position is located at ASU Skysong in Scottsdale, AZ.
- This facility utilizes an open floor plan and provides a stimulating, dynamic office environment.
- This position may require a flexible working schedule in order to accommodate events in the evenings and weekends as needed.

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

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.