POSITION TITLE: Program Coordinator, NE I-Corps Hub  
SUPERVISOR TITLE: Faculty Director, NE I-Corps Hub

OVERVIEW
The University of Delaware plays a prominent role in the National Science Foundation’s Northeast Innovation Corps Hub (NE I-Corps Hub), which is led by Princeton University. The NE I-Corps Hub engages a regional network of academic, industrial and government partners to help grow the nation’s capacity to transform scientific discoveries into tangible societal benefits through educational and training programs.

Reporting to UD’s Faculty Director, and helping to support the Hub’s UD-based co-Director, the Program Coordinator plays a critical role in ensuring that NE I-Corps Hub programs are delivered efficiently and effectively. This includes assisting in the daily management of Hub-related events and activities, working to recruit and support participating teams, which are typically comprised of graduate students and faculty, and providing assistance before, during and after team participation in I-Corps programming.

This is an exciting, part-time (approximately 20 hours per week) opportunity for an individual seeking to learn more about technology commercialization while also supporting the innovation ecosystem at UD, and in the broader Northeast region.

RESPONSIBILITIES
The Coordinator’s roles and responsibilities include, but are not limited to, the following:

- Collaborate with Faculty Leads and the Hub’s Marketing and Communications Manager to support team recruitment through direct outreach, distributing communications, contributing web and social media content and coordinating recruiting events.
- Respond to questions from prospective applicants and current and former participants, including from faculty, staff, students, mentors, and other entrepreneurs and stakeholders from the broader community.
- Coordinate and support scheduling, event planning and execution of small- to large-scale events that are hosted virtually and on and off campus. This includes performing several roles: serving as a Teaching Assistant by setting up online resources such as Dropbox, the I-Corps learning management system and Slack, updating the syllabus with relevant dates and content, managing the virtual classroom during sessions, answering participant questions and sending regular emails to teams describing their assignments; serving as an event coordinator by scheduling facilities, coordinating catering, and making/printing signage such as room signs, name badges and certificates; and performing administrative functions such as aiding participants with expense reports/reimbursement requests and sending calendar invites.
- When necessary, travel to events and offer on-site support.
- Assist with preparation of drafts of documents and reports, including but not limited to meeting agendas, annual reports, and program survey results.
- Input team members, mentors, service providers, etc. into a customer relationship management (CRM) database, specifically Salesforce.
- Support the UD Faculty Director in leading the Hub’s Recruitment Committee by scheduling meetings, keeping minutes and tracking follow up/to do items.
• Attend NE I-Corps Hub leadership meetings and startup team check-in meetings, keeping minutes and tracking follow up items, as appropriate.
• Support the Hub’s UD-based co-Director’s and perform other Hub-related activities, as necessary and appropriate.

QUALIFICATIONS
• Ability to multi-task effectively and efficiently, and to track projects over time at varying degrees of detail. Accordingly, candidate must be able to work independently, employ outstanding organizational and time management skills, and be extremely detail-oriented in a high-volume dynamic environment.
• Strong interpersonal skills as well as a demonstrated ability to work as part of a team and interact effectively with students, alumni, faculty, and administrators.
• Experience with working in a university setting and/or in settings that support innovation and entrepreneurship activities and programs, especially NSF I-Corps, preferred.
• Strong ability to communicate orally and in writing.
• Sensitivity to the needs and concerns of students and faculty from diverse backgrounds.
• Excellent organization and problem-solving skills.
• Availability to work occasional nights and weekends in order to ensure proper oversight of programs and events.

APPLICATIONS
To apply, please send your resume/CV as well as a statement of interest to Jaime Lee – jklee@udel.edu. Applications will be reviewed on a rolling basis until Monday, September 26.

About the Northeast I-Corps Hub
NE Hub I-Corps programs are led by Princeton University and funded in part by the National Science Foundation (NSF). The programs serve researchers seeking to translate inventions into startup activities to address societal needs. This position will specifically support NE I-Corps Hub regional activities as well as those local to the University of Delaware. Applicants should familiarize themselves with the details of the NE I-Corps program here:
https://www.icorpsnortheasthub.org
and with NSF’s national I-Corps program here:

The program provides real world, hands-on training on how to successfully incorporate innovation into successful products to solve societal problems. The curriculum is based on the Lean Startup framework and provides an immersive learning experience through which researchers can better understand the market potential of an innovation.