POSITION TITLE: Special Programs Assistant for Commercialization Programs
SUPERVISOR TITLE: Director of Commercialization Programs

CONTEXT OF THE JOB:
Under the supervision of the Director of Commercialization Programs, the Special Programs Assistant performs a wide range of responsibilities to support the various Commercialization Programs. The Special Programs Assistant will have administrative responsibility for the Startup Village and Venture Mentoring Service programs which both serve to match the external community with UD entrepreneurs.

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 15-26 hours per week, typically between the hours of 9:00 a.m. and 5:00 p.m., Monday – Friday. Specific work hours have some flexibility; however, work outside of normal business hours will be required for evening and weekend events.

START DATE: March 18, 2019 or sooner.

MAJOR RESPONSIBILITIES:
- Scheduling advisors in the Startup Village program, which provides UD entrepreneurs free one-on-one office hours with experts in a variety of fields.
- Assisting with scheduling meetings for the Venture Mentoring Service program.
- Assisting the Director of Commercialization Programs, in recruiting applicants, reviewers, and mentors as well as preparing all application materials and sending reminders for when tasks need to be completed for the NSF I-Corps Site program and the Blue Hen Proof of Concept program.
- Collecting feedback, organizing and running review sessions, and sending out decision notifications to the applicants.
- Assisting with the contracting process once applicants are awarded.
- Attending monthly meetings with the teams to hear how their business model development is progressing and to get updates on their milestone achievements.
- Prepare first drafts of all documents and reports, including but not limited to Quarterly Reports, invitation letters, evaluation forms, milestone reports and other deliverables for invoicing, and templates for milestone reports for project teams.
- Identify and deliver documents to necessary parties, including providing teams with application materials, reviewers with evaluation materials, and meeting attendees with agendas and notes following the meetings.
- Stay apprised of relevant commercialization grants and provide recommendations to the Supervisor.
- Input awardees, reviewers, mentors, service providers, etc. into Salesforce.

QUALIFICATIONS:
- Currently seeking or have received a BA or higher degree in Business, Management, Marketing, Finance, a STEM degree, or relevant field required.
- Strong written and oral communication skills, including the ability to communicate and interact well with people of all ages and diverse backgrounds.
• Passion for entrepreneurship is required.
• Must demonstrate proficiency in utilizing basic office software, including Microsoft Office.
• Working knowledge of customer relationship management software platforms, especially Salesforce, is preferred, but not required.
• The most important criteria for this job are ability to multi-task effectively and efficiently, and to track projects over time at varying degrees of detail. Accordingly, candidate must have outstanding organizational and time management skills and be extremely detail-oriented in a high-volume dynamic environment.
• Experience with innovation programs and experience with the Lean LaunchPad methodology are preferred, but not required.
• Special requirement: Ability to work a flexible schedule, as the responsibilities of the position may require occasional participation in evening and weekend activities.

TO APPLY:

Submit a one-page cover letter and your resume along with the name, email address and telephone number of at least three references. Please send all information to Christina Pellicane at cpell@udel.edu.