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, Skills Workshops, and Venture Mentoring Service programs which all serve to bring together 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.

MAJOR RESPONSIBILITIES:
- Oversee the administration of the Startup Village program, which includes scheduling advisors, entering availability into a database, preparing updates on signups, etc.
- Assist with scheduling, event planning and logistics for workshops.
- Serve as the Teaching Assistant for the NSF I-Corps Site program, which includes assisting participants with expense reports and reimbursement requests.
- Assist with planning and logistics for the Blue Hen Proof of Concept program meetings and review sessions as well as with the contracting process once applicants are awarded.
- Attend meetings with the commercialization teams to hear how their business model development is progressing and to transcribe milestone achievements and updates.
- Research, analyze, generate reports and make recommendations regarding specific areas of entrepreneurship best practices.
- Input awardees, reviewers, mentors, service providers, etc. into a customer relationship management (CRM) database.
- Support various other tasks as the need emerges.

QUALIFICATIONS:
- 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.
- Preference for candidates currently seeking, or who have received, a BA or higher degree in Business Management, Marketing, Finance, Entrepreneurship, or a STEM degree.
- Strong written and oral communication skills, including the ability to communicate and interact well with people of all ages and diverse backgrounds.
- Must demonstrate proficiency in utilizing various office software, including Microsoft Office.
- Working knowledge of CRM software platforms (e.g. Salesforce), EventBrite, SignUpGenius, and FormAssembly, Bit.ly, is preferred, but not required.
- Special requirement: Ability to work a flexible schedule, as the responsibilities of the position may require 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 to Christina Pellicane at cpell@udel.edu.