



## **Program Coordinator Office of Economic Innovation & Partnerships University of Delaware**

### **Context of the Job**

The mission of the Office of Economic Innovation and Partnerships (OEIP) is to (1) develop social and economic value from UD's knowledge-based assets by advancing UD's IP, inventions, and technologies from the laboratory to the marketplace through partnerships and collaborations, (2) promote innovation and entrepreneurship across the University community and (3) develop and sustain the growth of small technology-based businesses in Delaware.

The Office has four operating units – OEIP, the Technology Transfer Office, the Delaware Small Business Development (SBDC), and the Delaware Procurement Technical Assistance Center (PTAC).

The Spin In® Program provides experiential learning opportunities to stimulate innovation & entrepreneurship in the student community. Interdisciplinary teams of students partner with early-stage entrepreneurial companies, entrepreneurs, and faculty to develop promising innovative ideas and to address technical and business challenges. Teams are provided unique opportunities to solve real-world business problems within a real-world entrepreneurial start-up environment, while directly resulting in the development of new products, businesses with scalable opportunities, jobs, and a highly skilled workforce to support regional industries and initiatives.

### **Major Responsibilities**

Responsibilities of the position entail taking part in a collaborative team to support a variety of administrative and management activities to ensure challenging experiential learning opportunities for students that support workforce development, as part of the Innovation & Entrepreneurship Initiative.

- As a member of Spin In® Management Team, identify potential projects and entrepreneurs to provide and support experiential learning challenges for interdisciplinary teams of students.
- Upon selection of projects, independently prepare and execute agreements to ensure alignment in accordance with program goals and funding sources.
- Draft position descriptions for review and approval; post job descriptions; participate on HR Team to recruit, interview, and assign students to appropriate challenge/project.
- Maintain regular contact with student teams; ensure collaboration, communication and appropriate resources are available for students to address challenges, including subject matter expertise, supplies, etc.
- Work with Graduate Assistant(s) to ensure each project is on track, deliverables can be met. Work with teams and entrepreneurs to determine appropriate pivot if data supports feasible alternative solution(s).

- Manage administrative functions of projects, including scheduling meetings, organizing events, orientations, and team/project meetings, prepare presentations, etc.
- Maintain system and processes for tracking program metrics, including program survey; prepare and assemble required program report materials for PI review and approval.
- Work with Marketing Communications and Outreach Coordinator to facilitate campus engagement with UD departments, academic and research programs, and internal/external entrepreneurial community that will support student experiential opportunities in support of innovation & entrepreneurship.
- Engage in other administrative and program management duties, as necessary.

### Qualifications:

- Must have experience in Business Administration or related field.
- Experience coordinating agendas for multiple projects within a program, including the management of administrative and programmatic logistics.
- Ability to understanding tech/science-based business opportunities and commercialization processes.
- Ability to organize resources, establish and manage multiple priorities in a fast-paced working environment.
- Experience managing data and metrics, systems and processes for reporting project and program outcomes to stakeholders.
- Experience working in an academic or non-profit environment is desirable.
- Excellent communication skills, both verbally and in writing.
- Proficient computing skills (Microsoft Office Suite – Word, Excel, Teams)
- Ability to be flexible and manage time to meet job requirements.
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives.
- Demonstrated ability to work effectively as part of a team. Ability to interact well with people of all ages and diverse backgrounds.

### Terms and Conditions:

Position will work for approximately 15 to 20 hours per week in flexible hybrid work environment. Position is paid hourly, no benefits.

### To Apply:

Please send a written application marked “Program Coordinator” via e-mail to: [oeip-info@udel.edu](mailto:oeip-info@udel.edu). Please include the following in your application: a cover letter, and contact information for two references.

This position will remain open until filled.

Employment offer will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group members, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>.