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 advisor/mentor-focused programming. Mentoring programs bring together the external community of serial entrepreneurs and investors with nascent UD entrepreneurs, including undergraduate/graduate students, faculty, postdocs and staff.
This is a part-time, miscellaneous wage position with no University of Delaware benefits. The Special Programs Assistant is expected to work 15-26 hours per week, typically between the hours of 9:00 a.m. and 5:00 p.m., Monday - Friday. Specific work hours are somewhat flexible; however, work outside of normal business hours will be required for evening/weekend events and some travel may be required.

MAJOR RESPONSIBILITIES:
- Under the guidance of the Director of Commercialization Programs, lead the administration and execution of Horn Entrepreneurship’s Venture Mentoring Service (VMS) program.
- Maintain contact with entrepreneurs on a regular basis to arrange advice and instruction, monitor and track mentoring progress, ensure program standards, and assess additional venture requirements; respond to questions/concerns of entrepreneurs; bring major issues to Director of Commercialization Programs.
- Specific day-to-day management responsibilities include to establish, manage and cultivate positive relationships with stakeholders; screen mentor applications and assist in determining eligibility and verifying information; coordinate mentor and venture intake process and assist in matching mentors to entrepreneurs; coordinate mentor orientation and training sessions; provide on-site preparation for mentoring sessions; collect and file records following mentoring sessions.
- Assist with planning, preparation and execution of various networking events, workshops, and quarterly all-mentor meetings.
- Capture and share success stories on program activities, entrepreneurs, ventures, and mentors.
- Input mentors and entrepreneurs into a customer relationship management (CRM) database.
- Research and recommend new strategies designed to increase and enhance the mentoring process.

QUALIFICATIONS:
- Ability to multi-task effectively and efficiently, and to track projects over time at varying degrees of detail. Accordingly, candidate must have outstanding organization, decision-making, written and verbal communication and time management skills. The ideal candidate will be extremely detail-oriented and capable of functioning in a high-volume dynamic environment.
- Ability to cultivate and maintain productive, positive relationships with a wide variety of people at all levels to build and preserve the mentor community and network.
- Must demonstrate proficiency in utilizing various office software, including Microsoft Office.
- 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.