

Please see Special Instructions for more details.

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Position Details

Position Information	
Department	College of Business Dept (BUS)
Position Title	Coordinator-Ext Relations
Job Title	InnovationX Program Manager
Appointment Type	Administrative/Professional Faculty
Job Location	Corvallis
Position Appointment Percent	1.0
Appointment Basis	12
Faculty Status	Regular
Tenure Status	Fixed-Term
Pay Method	Salary

Recommended Full-Time Salary Range

Salary is commensurate with education and experience.

The College of Business is seeking an InnovationX Program Manager. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Dean.

Position Summary

The program manager for InnovationX, the Center of Excellence for Innovation and Entrepreneurship in the OSU College of Business is responsible for 1) building partnerships with other colleges and units at OSU to expand access to College of Business academic and extra-curricular programs; 2) promoting entrepreneurship programming to current and prospective students; 3) coordinating the delivery and execution of programming that allows OSU students and the broader community to explore and participate in entrepreneurship; and 4) general project management and coordination for InnovationX activities.

InnovationX is OSU's hub for student entrepreneurs and is a training ground for turning a passion for problem-solving into results and sustainable businesses. We work to ensure that students of all academic majors and backgrounds have access to resources and a supportive community to explore and pursue business creation. While the center lives in our College of Business, InnovationX serves students of any major across OSU and promotes access to entrepreneurship in our communities.

20% Develop and Steward Relationships with University Partners

The Manager engages in outreach to cultivate, develop and steward relationships with partners across OSU to coordinate the promotion of entrepreneurship programming. In coordination with the marketing and communication team, the Manager supports the College's efforts to communicate regularly with these populations and to provide these populations with media to promote entrepreneurship programming to the students and communities they serve.

Position Duties

20% Market and Promote Entrepreneurship Programming

In coordination with the marketing and communication team, the Manager spearheads efforts to market and promote entrepreneurship programming to current and prospective students, and (when appropriate) to the external community. The Manager represents InnovationX at events

held on and off campus, hosted by OSU and by organizations in the community (Portland, Corvallis and regionally). The Manager leads information sessions and other events to recruit students and prospective students to entrepreneurship programming. The Manager establishes and maintains effective communication with students engaging in entrepreneurship programming and recruits new students to entrepreneurship programming. Responsibilities may include copywriting and editing, overseeing the university-wide entrepreneurship newsletter, creating and managing a social media presence, responding via phone or email to InnovationX inquiries, developing promotional presentations, and liaising with the marketing and communications team to produce collateral that promotes entrepreneurship programs.

30% Delivery and Execution of Entrepreneurship Programming

In coordination with the student engagement team, the Manager coordinates the delivery and execution of entrepreneurship programming to encourage broad participation from students of any major across OSU. The Manager may also coordinate the delivery/execution of entrepreneurship programming for the community. Responsibilities may include planning and hosting pitch competitions, guest speakers, and workshops, as well as advising student clubs on entrepreneurship programming and activities. The Manager coordinates and secures and manages logistics for guest speakers/presenters/instructors as needed to execute entrepreneurship programming. The Manager develops and delivers entrepreneurship programming him/herself as appropriate or as needed; this may include introductory level credit-bearing courses on innovation, design thinking and/or entrepreneurship. The Manager evaluates the effectiveness of programming.

20% Project Management

The Manager performs general project management for entrepreneurship programming. Responsibilities may include managing the planning and execution processes for delivering entrepreneurship programming, coordinating logistics to accommodate programming needs, monitoring delivery and quality control of programming, managing supplies, managing the InnovationX budget, assisting in seeking additional grant funding, documenting and tracking activities and progress of entrepreneurs supported by

InnovationX programming, and preparing reports of InnovationX activities for senior leadership and for donors and/or alumni.

10% Other duties as assigned

The Manager completes other duties as assigned and may supervise student employees.

A masters degree in Business, Public Policy, Sociology, Communication, Higher Education, or related field

Experience working directly with high school or college-attending students (serving or teaching students and/or supervising student employees)

Excellent written and verbal communication skill

Project management experience

High computer proficiency, including strong MS Office experience with Word, PowerPoint, Excel, and Outlook.

A demonstrable commitment to promoting and enhancing inclusivity and diversity

**Minimum/Required
Qualifications**

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**Preferred (Special)
Qualifications**

Experience designing and delivering classes, workshops, lectures and/or presentations for students and the community (e.g., K-12 audiences, professionals, etc.)

Experience planning and executing events

Experience creating partnerships, particularly within a higher education setting

Experience marketing programs and/or recruiting participants to programs, especially using digital media

Working Conditions / Work Schedule	<p>Knowledge of entrepreneurship theory and/or entrepreneurial experience</p> <p>The typical schedule is Monday-Friday, 8am-5pm but some evenings and weekends may be required to support activities and events. Travel within and outside region by personal vehicle will be required as needed to support events.</p>
<p>This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.</p>	<p>Position will be located in a student residence hall.</p> <p>No</p>
<p>Posting Number</p> <p>Number of Vacancies</p> <p>Anticipated Appointment Begin Date</p> <p>Anticipated Appointment End Date</p> <p>Posting Date</p> <p>Full Consideration Date</p> <p>Closing Date</p>	<p>Posting Detail Information</p> <p>P02308UF</p> <p>1</p> <p>08/13/2018</p> <p></p> <p>06/29/2018</p> <p>07/13/2018</p> <p>07/20/2018</p>
Indicate how you intend to recruit for this search	<p>Competitive / External - open to ALL qualified applicants</p> <p>To ensure full consideration, applications must be received by July 13, 2018. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.</p>
Special Instructions to Applicants	<p>When applying you will be required to attach the following electronic documents:</p> <p>1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (upload as 'Other Document' if not included with your resume/vitae).</p> <p>2) A cover letter indicating how your qualifications and experience have prepared you for this position.</p>

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Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Other Document 1 (see Special Instructions)