**Please see Special Instructions for more details.**

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. When applying you will be required to attach the following electronic documents: 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). 2) A cover letter indicating how your qualifications and experience have prepared you for this position. Applications will continue to be accepted after the full consideration date (and are encouraged), until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants. For additional information please contact Noelle Cummings, noelle.cummings@oregonstate.edu. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

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| 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. |
| **Position Summary** | | 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.  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. |
| **Position Duties** | | 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.  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 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. |
| **Minimum/Required Qualifications** | | 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  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. |
| **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 Knowledge of entrepreneurship theory and/or entrepreneurial experience |
| **Working Conditions / Work Schedule** | | 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.  Position will be located in a student residence hall. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | No |
| Posting Detail Information | | |
| **Posting Number** | P02308UF | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 08/13/2018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 06/29/2018 | |
| **Full Consideration Date** | 07/13/2018 | |
| **Closing Date** | 07/20/2018 | |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants | |
| **Special Instructions to Applicants** | 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.  When applying you will be required to attach the following electronic documents:  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).  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  Applications will continue to be accepted after the full consideration date (and are encouraged), until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.  For additional information please contact Noelle Cummings, noelle.cummings@oregonstate.edu.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.  Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. | |

**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)