**JOB TITLE:** Mentor in Residence at the University of Arizona Center for Innovation

**REPORTS TO:** Executive Director, University of Arizona Center of Innovation

**Employee Classification:** Contractor

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**SUMMARY**
The University of Arizona Center for Innovation (UACI) is a startup incubator network with outposts across the Southern Arizona region and a mission to grow scalable startup ventures that fuel the Arizona economy. Since inception in 2003, the program has directly served over 150 companies and impacted thousands of entrepreneurs. This is done through providing access to people, programming and places that help entrepreneurs take their companies from idea to market. The UA Center for Innovation is part of Tech Parks Arizona, which brings together university, industry and community, creating “interactive ground” to advance technology commercialization.

Startups go through a structured program that takes them through a continuum of education provided by mentors, subject matter experts and community collaborators. UACI also provides access to service providers, industry cluster groups, interns and connections to potential customers and strategic partners. Entrepreneurs utilize various physical that include offices, wet and dry labs, meeting rooms a prototyping center, collaboration areas and the infrastructure to support these spaces. These spaces are spread between 18,000sf. at the Tech Park at Rita Road and 4,000sf. in UACI at Oro Valley, a new location serving biotech startups.

The Mentor in Residence provides mentoring, guidance, business support and networking to clients of at the University of Arizona Center for Innovation (UACI), to build their startup companies. This includes the assistance with opportunity assessment and team formation, introduction to external people resources, assistance with business plan development and help creating and executing a successful go-to-market strategy. The Mentor in Residence will also provide operational support including assessments of entrepreneur and company need, creation and delivery of content-specific workshops and events, and company progress reporting. This is an exciting opportunity to play an important role in the development, growth and success of new technology companies here in Southern Arizona.

This is a part-time position (20 hours/week) reporting to the Executive Director of the University of Arizona Center of Innovation

**DUTIES & ESSENTIAL JOB FUNCTIONS**
- Hold regular office hours (20 hours/week) on-site to meet with clients to educate them on topics outlined in the UACI Program Roadmap
- Track client progress, deliverables, and accomplishments
- Work with UACI team to identify, create and deliver content-specific workshops and events
- Work with UACI team to coordinate and facilitate external mentor support for clients
- Participate in client recruiting: assist in applicant review and due diligence, and participate in admission review meetings and incubation support plan formation
- Work with startup team to develop appropriate corporate governance
- Work with team to coordinate client reporting and file maintenance
- Provide other support and duties as needed
QUALIFICATIONS/REQUIREMENTS
- Proven experience as an entrepreneur and company founder
- At least 5 years of related experience in business coaching, mentoring, and/or incubation support
- Exceptional organizational and communication skills
- Ability to multi-task and maintain professionalism and confidentiality where appropriate
- Strong proficiency with Microsoft suite of applications
- General understanding of relevant technology and science concepts related to the focus of the Mentor role
- Ability to work effectively in entrepreneurial and academic environments
- At least two years of entrepreneurial experience working within a technology-based startup company
- Significant experience with early-stage commercialization and business formation
- Ability to motivate, mentor and lead diverse teams
- Exceptional follow-through
- Ability to establish and maintain effective working relationships with management, peers, academics, and other professionals, including external agencies, with varied interests and perspectives
- Ability to commit half-time for twelve months at which a continued relationship will be evaluated

PREFERRED QUALIFICATIONS
- Experience starting or working within life sciences companies
- Understanding of industry regulatory and compliance concepts and requirements
- Founder of a technology startup with a successful exit
- Experience raising capital (angel, venture, grants) for startup ventures