JOB TITLE: Program Manager at the University of Arizona Center for Innovation

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

Employee Classification: Exempt

JOB 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 1,500 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.

DUTIES & ESSENTIAL JOB FUNCTIONS

The Program Manager of the University of Arizona Center for Innovation duties include:

- Manages the “Power Connector” program designated to the University of Arizona Center for Innovation by the Department of Energy’s National Renewable Energy Lab
- Supports efforts to execute UACI’s role with the Department of Energy’s American Made Solar Challenge activities
- Supports the programming and execution of regional programming and events across Southern Arizona (virtual and in-person when safe and appropriate)
- Captures, organizes and reports startup outcome data (program specific) to applicable stakeholders
- Supports efforts to recruit entrepreneurs to participate in University of Arizona Center for Innovation programs with a heightened focus on entrepreneurs for specialized cohorts
- Represents the University of Arizona Center for Innovation at community-based, and/or industry functions
- Updates job knowledge by participating in continuing education, reading professional publications, maintaining personal networks and participating in professional organizations
- Some travel may be required
- Performance of additional job duties as assigned
QUALIFICATIONS/REQUIREMENTS/SKILLS

• Bachelor’s degree or equivalent
• Knowledge of commercialization, entrepreneurship, and innovation ecosystem
• Willingness to take risks
• Working 40 hours/week, on occasion role may require weekend, after hours, or extended work weeks to accomplish deadlines and goals
• Proficiency in Microsoft Office Suite
• Well-developed communication skills, including the ability to use effective listening and verbal communications skills, the ability to communicate with people at all levels and the ability to write effective business correspondence
• Well-developed time management skills, including the ability to identify, prioritize and complete tasks and projects in an effective and timely manner
• Sound analytical and organizational skills
• Ability to make good, independent decisions and be able to effectively manage high profile projects simultaneously
• Always presents a highly professional and positive image
• Ability to work on a team
• Knowledge and connections in the clean energy space a PLUS