Job Responsibilities:
The position coordinates several programs that provide hands on assistance, training and programming and grant funding for science and technology based entrepreneurs. In addition to Program Coordination activities, this position provides marketing support for the CTC including maintaining content on the center’s web sites and coordinates certain CTC and DEED programs and activities. This position reports to the CTC associate director and works with staff from the CTC, DEED, the SBDC network and occasionally with UW-Extension staff. Work activity is defined as follows:

45% Program Coordination
- Acts as the client award record keeper and document processor for client-facing micro-grant programs.
- Coordinates the timely processing of grant applications and awards, including the performance of credit checks required under the program and ensuring grant materials are maintained in accordance with UW-Extension policies.
- Coordinate the logistics of CTC client training sessions and Review Panels and other events related to internal and external systems and processes used to manage grant programs.
- Assist in preparing quarterly, annual, and other required outcome reports for WEDC and other stakeholders as requested.
- As needed, develop and implement client satisfaction surveys and evaluations to support improvements to CTC work processes.

45% Marketing and Promotion, Website Content and Event Management Support
- Support CTC staff in the development and maintenance of all CTC related web applications, supporting websites and marketing materials. Manage content on websites including www.wisconsinsbir.org and www.wisconsinctc.org and others as requested. Implement requested changes and updates to client-facing websites to ensure accuracy and timeliness of same.
- Assist CTC staff with preparing communication and outreach with all constituents, including clients, Service Providers, Reviewers and other stakeholders.
- Provide support for certain CTC marketing and public relations activities including, press releases, social marketing efforts, success stories, electronic newsletters and media contacts as requested.
- In coordination with print vendor, prepare marketing materials and collateral for various conferences/seminars, stakeholder meetings and public events
- Produce reports, talking points and outreach presentations to be delivered by CTC.
- Assist CTC associate director and staff in various marketing-related tasks and projects.

10% Other Duties
- Coordinate weekly CTC associate director teleconferences.
- Assist in maintaining and communicating CTC policies and procedures as needed.
- Assist in the development of CTC funding proposals and other grant proposals as needed.
- Plan, coordinate and schedule staff for events, meetings, teleconferences and web conferences
- Develop and implement an annual calendar of client training and webinars for clients and stakeholders.
- Actively participate in WEDC and other audits as required.
• Work with CTC staff, constituents, and DEED co-workers and managers to identify and implement system and process improvements as identified.
• Participate in campus-wide efforts and committees as requested.
• Other duties as requested.

REQUIRED QUALIFICATIONS:
• Demonstrated ability to communicate effectively and build relationships across internal and external stakeholders.
• Demonstrated experience providing excellent service to others
• Experience using an array of technology tools including Microsoft Office Suite, or Customer Relationship Management (CRM) systems.
• Experience with social media.
• Outstanding interpersonal skills.
• Bachelor’s degree.
• Demonstrated project management skills.
• Strong event planning skills.
• Strong networking skills.
• Marketing and promotion skills.
• Demonstrated ability to work independently and as a member of a team.
• Demonstrated experience in client service.
• Excellent oral and written communication skills, including public speaking.
• Demonstrated high-degree of self-direction, initiative and motivation.
• Ability to manage multiple tasks in a fast-paced work environment

DESIRED QUALIFICATIONS:
• Master’s or Terminal degree in related field.
• Web content management systems (ie Drupal, Wordpress).
• Demonstrated ability to write copy and other marketing content.
• Working knowledge of business development, technology analysis, intellectual property protection and licensing, and commercialization of technology.
• Prior experience in supporting business development.
• Background experience in life sciences, physical sciences, engineering or business.
• Knowledge of federal R&D funding, including SBIR or STTR grant programs.
• Demonstrated ability to manage complex processes, analyze information, think logically, and exercise sound judgment in making decisions.

POSITION DESCRIPTION CLARIFICATION:
This position description is not intended to be comprehensive in nature given the changes in primary duties/essential job functions and position expectations that can occur over time. Changes to this position description are subject to the approval of the Division of Entrepreneurship and Economic Development hiring authority.

APPLICATION DEADLINE and PROCEDURE:
To receive full consideration, application materials must be received by 4:00 PM, September 9, 2014 and include all of the following:
1. A cover letter that summarizes your experience and qualifications as they relate to the qualifications and responsibilities of the position.
2. A professional resume.
3. Names, email, addresses, and telephone numbers of three professional references including at least one current or past supervisor.

PLEASE SUBMIT APPLICATION MATERIALS to:
SPECIAL NOTES:
The successful candidate will be required to provide documentation of credentials. Prior to appointment to this position, a criminal records review will be conducted. UWEX complies with the Wisconsin Fair Employment Act with regard to nondiscrimination on the basis of arrest and/or conviction record. This document can be made available in alternative formats by calling the person listed above.

The University will not reveal the identities of applicants who request confidentiality in writing, except that the identities of final candidates must be revealed upon request. According to the Attorney General, “final candidates” under Wisconsin law means the five candidates who are considered most qualified for the position. See Wis. Stat. Sec. 19.36(7)(a). The form to request confidentiality is available at http://www.uwex.edu/jobs/documents/notice.pdf

An offer of employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, arrest record or non-program related conviction record; or identity as a veteran, disabled veteran, Vietnam veteran or any other military service.