

Startup Program Assistant
University at Buffalo, The State University of New York

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Posted Nov. 24, 2020, set to expire Mar. 26, 2021

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| Job Title | Startup Program Assistant |
| Department | Business and Entrepreneur Partnerships |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Nov. 24, 2020 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administrative Support/Services |
| Job Website | http://www.ubjobs.buffalo.edu/postings/27023 |
| Apply Online Here | http://www.ubjobs.buffalo.edu/postings/27023 |

Apply By Email

Job Description

UB Business and Entrepreneur Partnerships (BEP) is seeking a Startup Program Assistant to support activities of the Startup Ventures team. This is an opportunity to engage in the exciting world of startups in Western New York.

The ideal candidate will be reliable, flexible, organized, motivated, and enjoy collaborating with others to meet the needs of clients. An interest and/or knowledge in entrepreneurial activities and ability to view the “big picture” while ensuring all tasks are completed on a timely basis is critical.

Under the direction of the Startup Program Manager, the Startup Program Assistant will provide the following support:

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- **Program Support Assist** with development and management of schedules and logistics for programs such as the I-Corps Site at UB, Buffalo Innovation Accelerator, Seed and Pre-seed Funds that include a variety of elements such as meetings, workshops and presentations.
- **Client Support Assist** in organizing meetings to connect clients with BEP staff and/or other resources, including commercially available resources, that will support commercialization efforts.
- **Database Support** The candidate will have the opportunity to work with a variety of systems, particularly Survey Monkey Apply (SMA) and Salesforce. The Program Assistant will learn how to manage applications through various stages, run reports and manage agreements in SMA. The Program Assistant will also learn how to manage contacts, opportunities and engagements in Salesforce to assist the entire BEP team in increasing efficiency, having the ability to better share data about clients and enhance the ability to report on our progress and impact.
- **Event planning & Support** The Program Assistant will have the opportunity to work with many of the units within BEP to assist with promotion, coordination and logistics of events which could be virtual or in person. Some of these may include, but are not limited to, educational workshops or casual gatherings for incubator clients.

About BEP and Innovation Hub:

In 2017, UB was awarded a \$32 million NYS grant dedicated to accelerating the growth of startups from innovations at UB and its partners across technology sectors in WNY through the Innovation Hub initiative.

I-Hub is run by UB's Business and Entrepreneur Partnership (BEP) office, a division of the Office of Research and Economic Development. The BEP team is working to create a seamless and nurturing entrepreneurial ecosystem in WNY through technology licensing, incubation facilities, programs, educational workshops, mentoring, seed grant funding and investment pitch opportunities.

BEP consists of multiple units across all three UB campuses to support innovation and commercialization. The Startup Ventures team is responsible for development, support and growth of startups affiliated with UB and I-Hub partners.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our benefit packages.

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About UB:

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the University at Buffalo.

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact