



Technology Incubator Assistant

JOB DESCRIPTION

Position Title: Technology Incubator Assistant

Dept: bwtech@UMBC North

Reports To: Director of Venture Creation

FLSA Status: Full-time

Date Orig. Created: Aug 1, 2014

Date Posted: May 9, 2016

Location: Baltimore, MD

Employer: UMBC Research Park Corp, Inc.

Overview:

The Technology Incubator Assistant will provide operational, administrative and facilities support to the Cyber Incubator as well as more broadly to the bwtech@UMBC Research & Technology Park. This position reports to the Director of Venture Creation at bwtech@UMBC. The Technology Incubator Assistant will work predominately at the front desk of the Cyber Incubator and will help to provide a friendly, responsive and supportive incubator environment to assist tenants and affiliates in their business needs. The Technology Incubator Assistant will interface courteously with all levels of staff, tenants, sponsors and consultants to develop, maintain, and utilize relationships effectively.

Duties and Responsibilities

Responsibilities, performed on a daily and/or weekly basis, include, but are not limited to:

1. Business Operations
 - a. Cover the front desk and attend to visitors
 - b. Assist the Cyber Incubator Manager with all company turnover
 - c. Support business office where needed (e.g., rent roll expenses, log in checks, etc.)
 - d. Set up and provide support for events, classes, and board meetings, etc.
 - e. Assist with updating and maintaining IncuTrack system (incubator company database)
 - f. Schedule office hours for sponsors and other resources as required
 - g. Organize and archive digital documents; digitize and archive paper documents
 - h. Accept and distribute mail and incoming packages
2. Communications, Marketing, and Promotion
 - a. Promote and market bwtech events and programs; prepare and distribute flyers, invitations, and all other relevant information
 - b. Promote and manage conference rooms as a profit center
 - c. Assist in the preparation and distribution of incubator and research park collateral
 - d. Act as a key point of contact for communications with incubator companies and various boards via email, in person, and/or by telephone
 - e. Update website and social media with programming information and announcements

3. Office Management
 - a. Serve as incubator's primary point of contact for all facilities-related issues
 - b. Serve as primary liaison to landlord and facility-related contractors
 - c. Maintain cleanliness of various shared spaces (e.g., offices, kitchens, conference rooms, etc.)
 - d. Maintain and assist in the operation of office equipment; maintain inventory of office supplies
 - e. Operate Brivo security system and distribute keys and keycards
 - f. Schedule staff and tenant conference room use
 - g. Assist staff and companies with AV operations
4. Executive Assistance
 - a. Assist executive staff with calendar scheduling, technical support, drafting of letters, etc.
 - b. Provide administrative support for all meetings (e.g., setting up conference rooms, sending out invites, AV help, etc.)
5. Special Projects
 - a. Assist staff in any large-scale project management; act as primary POC and liaison for contractors or principals on said projects
 - b. Conduct surveys, write reports, and other miscellaneous projects as requested

Qualifications/Competencies

- Four-year college degree preferred, with minimum of 6 month's work experience;
- Detail-oriented with strong organizational skills, reliability/dependability and work ethic;
- Strong written, oral, and communication skills;
- Good interpersonal skills, friendly outgoing disposition;
- Ability to work under pressure, meet deadlines and multi-task;
- Ability to work in teams or individually;
- Professional demeanor and appearance;
- Proficiency using Excel and Word; computer and AV technology literate
- Flexibility to work outside of normal business hours to accomplish business objectives;
- Ability to lift up to 50 lbs.

Physical Requirements

Sitting, standing, reaching, moving, and lifting, among other normally encountered physical requirements.

Work Environment

Office environment.

Salary

Starting salary mid-30's, commensurate with education and experience.

To apply or for more information, please contact:

Dr. Jennifer Reynolds
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