

East Stroudsburg University of Pennsylvania

200 Prospect Street
East Stroudsburg, PA 18301-2999



East Stroudsburg University of Pennsylvania Manager, ESU Business Accelerator Program

The Research and Economic Development division at East Stroudsburg University is seeking a dynamic team member to serve as Manager of the ESU Business Accelerator Program. ESU Research and Economic Development serves as the principal economic development and research extension of the University and is responsible for the: Business Accelerator, Workforce Training, Entrepreneurial Leadership Center, Office of Sponsored Projects and Research, and Center for Research and Economic Development (CFRED). As part of Pennsylvania's State System of Higher Education, ESU offers competitive salaries and excellent benefits.

Responsibilities: Plan, organize and manage the day-to-day operations of the Business Accelerator Program including leases, facility management, business development and implementation of best practices. Cultivate strategic partnerships with economic development entities that support and promote entrepreneurship including Ben Franklin Technology Partners and the National Business Incubation Association. Market and promote the Business Accelerator Program to community/business partners, faculty, students and legislative representatives. Recruit start-up companies in industry sectors including but not limited to: life sciences/bio-tech, homeland security, health care, information technology, financial services and advanced manufacturing, and ensure compliance with Business Accelerator Program Guidelines. Work with clients on intellectual property/technology transfer opportunities. Prepare weekly and annual reports, identify funding opportunities, and coordinate experiential opportunities for students. Work Hours: Typical work schedule, Monday through Friday, 8AM to 4:30PM, 37.5 hours per week.

Minimum Qualifications: Bachelor's degree. Minimum three years of proven business development experience. The successful candidate will demonstrate supervisory skills, experience working with diverse populations, and strong communication/presentation skills in addition to experience in business finance, technology transfer/intellectual property and ability to work in a fast-paced deadline driven environment. **Preferred Qualifications:** Master's degree. To learn more about diversity at ESU and in our community visit our web site at www.esu.edu/diversity. Please attach a separate statement that expresses your understanding of the value of diversity within higher education and describe how you have demonstrated your understanding in the workplace. To learn more about diversity at ESU and in our community visit our web site at www.esu.edu/diversity.

Annual Salary: \$55,002.00, plus excellent benefits. Final selection will be based upon a successful interview and background check. All candidates must furnish proof of eligibility to work in the U.S. at the time of employment. Reimbursement for interview and relocation expenses are not available for this position.

Please clearly indicate in the cover letter, how you as an applicant meet the requirements of the position. Applicants, who do not clearly indicate how they meet the required qualifications, may be eliminated from consideration.

To apply online by March 26, 2012 please visit: www.esu.edu/esucareers. **Only online applications accepted.**

The University encourages applications from members of historically under-represented groups, including women, veterans, and persons with disabilities, and is an AA/EEO employer. East Stroudsburg University is interested in hiring employees who have extensive experience with diverse populations. To learn more about diversity at ESU and in our community, visit our website at www.esu.edu/diversity.