

**Job Code: ..... 101634**  
**Position#: (NUNC) (E)**  
**Developed by: .PL; AF**  
**Reviewed by: DLJ; LK**  
**Approved by:..... LK**  
**Date:.....11/17; 3/17/23**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Director, Entrepreneurship and Innovation/URI Libraries  
**DIVISION:** Academic Affairs (Kingston Library)  
**REPORTS TO:** Dean, URI Libraries  
**GRADE:** 14  
**SUPERVISES:** Professional and administrative support staff as assigned

**BASIC FUNCTION:**

Oversee, develop, and expand URI's Student Entrepreneurship and Innovation (E&I) initiatives; coordinate with faculty, business leaders, and the Office of Research and Economic Development to develop and expand multidisciplinary initiatives and programming to translate the URI student experience into real world economic and social impact.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as coordinator for E&I projects at the URI Libraries' various technology labs, including the Makerspace, XR Lab, Launch Lab, and Design Thinking Lab. Promote and advertise these opportunities campus-wide to students and faculty.

Work with faculty to develop workshops and courses to ensure best practices for guiding and mentoring students on E&I projects. Serve on university and local committees as appropriate. Build connections across a regional network/ecosystem that translate URI's academic and research product into real world economic and social impact.

Organize and host events that showcase and celebrate student projects.

Manage, develop, and market the services of the University Libraries' technology labs including overseeing staff and student workers and volunteers.

Facilitate a collaborative environment among university Entrepreneurship and/or Innovation programs to ensure efforts are complementary and avoid duplication.

Work with URI Digital Commons to preserve student and faculty work.

Under the direction of the Library administration and the URI Foundation, seek external funds from individuals, foundations, and agencies to expand opportunities, including providing support for the continued advancement of selected projects with potential for commercialization or application.

Grow and manage mentors' program and provide faculty and industry mentor guidance.

As part of the University Libraries' planning, develop a strategic plan with outcome metrics for building an E&I ecosystem at URI that addresses programming, fundraising, engagement with URI faculty and students, alumni, and industry participants, Create and leverage partnerships with external organizations and individuals to increase the reach, scope, and number of business connections to the URI community.

Working closely with colleges and faculty, manage the implementation and promotion of a URI-wide Entrepreneurship Certificate Program and department/college-based Entrepreneurship minors.

Enhance and extend URI's Diversity, Equity, and Inclusion efforts.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers and printers; word processing, database management and spreadsheet software. Library lab equipment.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree; Minimum of three years of professional work experience in development, technology transfer, marketing, or related field; Demonstrated direct (hands-on) entrepreneurial experience with new company formation, technology commercialization, and startup company operations and exits; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational and relationship-building skills; Demonstrated problem-solving and initiative-taking skills; Demonstrated team and individual project work and program management skills; Demonstrated ability to deal with highly confidential matters involving donors and partner organizations; Demonstrated experience and specific history of starting new programs or initiatives within companies or higher education entities; and, Demonstrated ability to work with diverse group/populations.

**PREFERRED:** Minimum of three years of professional work experience in development, technology transfer, marketing, or related field in higher education or a comparably complex organization; Demonstrated pedagogical experience in higher education; Demonstrated experience making, crafting, and fabricating design technologies; Demonstrated fundraising and relationship development experience with public and/or private donors; and, Demonstrated experience in education or student engagement.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**