

**Class Code:.....1260**  
**Position#:(NUNC) (E)**  
**Developed by:..... LB**  
**Reviewed by:..... .LK**  
**Approved by:.....LK**  
**Date:..... . . . .11/17**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Director, Office of Undergraduate Research/Innovation/Entrepreneurship

**DIVISION:** Academic Affairs/Provost's Office

**REPORTS TO:** Vice Provost for Faculty Affairs

**GRADE:** 14

**SUPERVISES:** Professional and administrative support staff as assigned

**BASIC FUNCTION:**

Oversees the administration of the URI Undergraduate Research and Innovation initiative, as well as developing and expanding URI's entrepreneurial and innovation initiatives; with faculty, community business leaders, and Office of Business Engagement to develop new multidisciplinary initiatives and undergraduate research and innovation programming that will translate the URI student and faculty experience into real world economic and social impact.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as coordinating office for undergraduate research and innovation projects, including awarding University funding to worthy projects identified on a competitive basis through mini grants program. Promote and advertise these opportunities campus-wide to all students.

Work with faculty to develop support for students in proposal writing through workshops or courses (e.g., J-term). Provide support for faculty to ensure best practices for guiding and mentoring students on research and innovation projects. Serve as the institutional representative to the National Council on Undergraduate Research to keep abreast of best practices.

Organize and host an annual Undergraduate Research and Innovation Festival that showcases and celebrates student research and innovation projects.

Coordinate and interact with other undergraduate research programs on campus to ensure complementarity and avoid duplication.

Work with URI Libraries to ensure that research and innovation projects are archived in the URI Digital Commons and connected as appropriate to the new "MakerSpace" in the Library.

Seek external funds from individuals, foundations, and agencies to expand undergraduate research and innovation opportunities, including providing support for the continued advancement of selected projects with potential for commercialization or application.

Work closely with and provide support to URI colleges and faculty to advance entrepreneurship and innovation opportunities and visibility throughout the campus, including generating external funding and sponsorship for program operations, events and support

Grow and manage the URI SPARC Mentors program, and provide faculty and industry mentor guidance.

Develop a strategic plan for building an entrepreneurship ecosystem at URI that addresses programming, fundraising, engagement with university faculty and students, alumni and industry participants, and includes program metrics.

Manage operations of entrepreneurship and ecosystem programming events and outreach including defining and establishing an Advisory group consisting of faculty, students, alumni, and industry members. Develop marketing outreach capability to ensure engagement and visibility. Develop seminar/workshop series, conferences and competitions to support extracurricular, multidisciplinary entrepreneurship training.

Initiate URI Business Plan Competition and encourage participation in the RI Business Plan Competition and oversee marketing promotion materials for events and create and maintain website, social media.

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 including: assessing entrepreneurship needs, opportunities, and challenges throughout all colleges and departments of the University; Working closely with Deans to identify key faculty and students within each college to champion entrepreneurship and innovation growth; Supporting faculty in managing implementation of a URI-wide Entrepreneurship Certificate Program and department/college-based Entrepreneurship minors; Engaging and supporting student groups on campus, such as Thrive Academy and Entrepreneurship Club; and Marketing and promoting the availability of credit-bearing Innovation and Entrepreneurship programs for students from all programs on campus.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

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

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

**REQUIRED:** Master's degree with a minimum of three to five years of professional work experience in development, technology transfer, marketing, advancement services or related field (preferably in higher education or a comparably complex organization);. Demonstrated direct (hands-on) entrepreneurial experience with new company formation, technology commercialization, startup company operations and exits; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated excellent organizational and relationship skills; Demonstrated excellent 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.

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