
Job Title	Manager, Blackstone Launchpad at Brooklyn College
PVN ID	BK-2106-004081
Category	Managerial and Professional
Location	BROOKLYN COLLEGE

Department

Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 28, 2021 (Or Until Filled)

General Description

Brooklyn College seeks an energetic, creative, entrepreneurially-minded individual to oversee the daily activity of Brooklyn College's new Blackstone LaunchPad initiative. This venture encourages students across disciplines to pursue entrepreneurship as a career, and/or to integrate innovation and entrepreneurial thinking into their chosen career path. The program aims to enhance other relevant campus and CUNY programs, activities, and networks that support the growth of student and alumni generated entrepreneurial efforts.

To this end, this three-year project will:

- Establish a physical space on the Brooklyn College campus to serve as an intellectual and creative hub to link extant and newly developed entrepreneurial ventures across the College's five schools
- Create an online resource that connects, links, and advances relevant resources for the campus community
- Develop, promote, and implement an ecosystem of ongoing and integrated activities, including – but not limited to – boot camps, hackathons, shark tank contests, speaker series, and short courses

Other Duties

Reporting to the College's Assistant Dean for Academic Programs, the Program Manager plays a central role in all of these initiatives. The manager will:

- Oversee the daily activity at the Brooklyn College/ Blackstone LaunchPad Center
- Develop and maintain an engaging and informative program website and social media platform
- Conduct comprehensive outreach to students
- In collaboration with other stakeholders, conceive, design, and administer relevant program activities
- Monitor, coordinate, and establish meaningful relationships with other entrepreneurial and career development opportunities and ventures on campus and across CUNY

- Actively engage with and participate in Blackstone's extensive network of resources and training opportunities
- Maintain active engagement with and awareness of relevant activities, organizations, and opportunities at the local, regional, and national level
- Supervise and mentor paid student interns with interest in the field
- Provide administrative support to the Campus Director, Academic Champions, and Stewardship Council
- In tandem with other campus resources, provide counseling and coaching to student entrepreneurs
- Retain accurate records of program engagement

This is a grant-funded, fulltime three-year position.

Salary (maximum of \$58,000 to start) dependent upon qualifications.

Qualifications

Required qualifications:

- Master's degree preferred
- Minimum of 5 years' progressive professional experience
- Evidence of an innovative and entrepreneurial mindset
- Detail orientated
- Excellent technological and communication skills

Preferred qualifications:

- Experience in records management