
Job Title	CSI Technology Incubator Coordinator
PVN ID	SI-1808-002691
Category	Managerial and Professional
Location	COLLEGE OF STATEN ISLAND
Department	Workforce Development and Innovation
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 02, 2020 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Division of Economic Development, Continuing Studies, and Government Relations advances the College of Staten Island's position as a trusted community leader, partner, and valued resource by promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential.

The mission of the Division, consistent with the College's Strategic Plan, is to support and enhance economic growth and sustainability through higher education opportunity, human capital and talent development, applied research and innovation, entrepreneurship and business cultivation, and stewardship of place. The Division also generates needed resources to support and advance the College's overall Mission, Vision, and Values.

The CSI Tech Incubator Coordinator is responsible for ensuring the College of Staten Island's commitment to supporting economic development by facilitating entrepreneurship and technology sector small business development in Staten Island. The Coordinator will manage the operations of the CSI Tech Incubator which includes coordinating business development services to its members. Primary responsibilities include researching and coordinating strategies to support entrepreneurial efforts.

Other Duties

Responsibilities also include promoting and marketing incubation services and capabilities externally. As well

as establishing new and relevant programming for incubator members, matriculating students and the community. The coordinator is responsible for managing the incubator facility and its interns.

Reporting directly to the Executive Director of Economic Development, Continuing Studies, and Government Relations, the Coordinator will ensure that the programs support the accomplishment of educational goals and the mission of the department.

- Coordinates day-to-day operations.
- Supervises support staff and interns.
- Markets and recruits potential members and assists in screening potential members.
- Collaborates with community stakeholders and advances partnerships to stimulate economic development in the borough.
- Identifies funding resources for projects.
- Helps raise funds from private and public sources
- Coordinates and schedules events and programming for the college, community, and local high schools.
- Other program related tasks or special projects as assigned.

Qualifications

- A Bachelor's degree is required; a Master's degree is preferred.
- A minimum of 3 years experience in business development or business consulting experience is preferred.
- Strong verbal and written communication skills and excellent interpersonal and organizational skills.
- Knowledge of technology incubation programs.
- Experience desired in any aspect of small business, or personally owning or operating a commercial venture.