

MSEI Program Manager
University of San Francisco

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Posted Jul. 10, 2020, removed Aug. 13, 2020

Job Title	MSEI Program Manager
Department	
Institution	University of San Francisco San Francisco, California
Date Posted	Jul. 10, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Business - General Entrepreneurship
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Job Description	

MSEI Program Manager

University of San Francisco

R0003279

Downtown Campus

Job Title:

MSEI Program Manager

Job Summary:

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The Program Manager for MSEI will manage all the operational needs (e.g. the experiential and programmatic aspects) of the Master of Science in Entrepreneurship and Innovation program (MSEI). MSEI is a one-year graduate program, which combines elements of a traditional graduate instruction with an innovation and entrepreneurship practicum-focused design, including entrepreneurial internship placements, new venture launches conducted by students, and business immersion trips. The MSEI Program is designed to launch student careers in entrepreneurship and management immediately following the program completion.

The program manager will perform all daily functions necessary for the optimal running of the program working directly with the Program Director of the MSEI and the Department Chair for Entrepreneurship, Innovation, and Strategy, and other faculty teaching in the program. The ideal candidate will be highly motivated, have prior experience working in high performance organizations and high-performing teams, will possess strong organizational skills, excellent customer relation skills, and have an excellent attention to detail. The position will be located in the USF 101 Howard Campus with some meetings and work to take place on main USF campus and other Bay Area venues.

Full Job Description:

Job Essentials

As a program manager for MSEI, the work will be in the area of project management and overall program support.

Specific to the MSEI Program:

% of time

Job Responsibilities

- * (20%) The manager builds, organizes and maintains key relationships with Bay Area Executives and their firms as essential participants in the delivery of the MSEI Internship Program.
- * (5%) The manager is responsible in the development and distribution of all materials (i.e. Marketing and Promotions, Academic Programming, Classes, etc.) related to the MSEI Program.
- * (15%) The manager collects, organizes and securely maintains files of student internship and all necessary documentation pertaining to 20-30 external organization clients, where students work during the program, creating surveys, other program materials, and assessing data on student and client needs and levels of satisfaction with the practicum experience.
- * (15%) The manager directly supports the development and launching of up to 25 entrepreneurial

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ventures and workshops as part of the MSEI each year.

* (10%) The manager develops and maintain relationships with marketing, recruitment, student affairs, and other teams at the School, supporting the program director's efforts in coordinating different aspects of the program's respective operations.

* (10%) The role of the manager also includes interfacing with the program's full-time and adjunct faculty and program mentors to ascertain that their instructional support needs are met and documenting/ facilitating the

* (5%) Mentor-student, and the student-external client-related matching designed and finalized by the program director.

* (5%) The manager plans and coordinates the director's work organizing company visits and arranging for the necessary logistics pertaining to the visits. The manager will follow up with clients, will prepare the materials for the visits, and will do the necessary post-visit follow-up.

* (10%) The manager provides student support and advising, especially during the busiest times of the academic year.

* (5%) General administrative and programming responsibilities including, but not limited to, meeting with colleagues, participating in all-hands programs and other duties as assigned.

Minimum Requirements:

A successful candidate will have a bachelor's degree in business or the humanities or sciences. The candidate will have at least 3 years of relevant professional experience and excellent written and oral communication skills. An individual with a deep commitment to customer service and the ability to multitask, meet deadlines, and work successfully in a fast-paced environment required. A responsible self-starter with an interest and willingness to work with a diverse group of faculty, students, alumni and organizations would be a good match for this position. The candidate should be able to work flexible hours on some occasions, including some evenings and Saturdays and be open to new projects and support tasks as those evolve in the program.

Full-Time/Part-Time:

Full time

Pay Rate:

Salary

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The University of San Francisco is located in the heart of one of the worlds most innovative and

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diverse cities, and is home to a vibrant academic community of students and faculty who achieve excellence in their fields. Its diverse student body enjoys direct access to faculty, small classes and outstanding opportunities in the city itself. USF is San Francisco's first university, and its Jesuit Catholic mission helps ignite a students passion for social justice and a desire to Change the World From Here. For more information, visit <http://www.usfca.edu>.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of San Francisco

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