Job Title	Technology Incubator Coordinator
PVN ID	SI-2302-005428
Category	Managerial and Professional
Location	COLLEGE OF STATEN ISLAND
Department	
Status	Full Time
Annual Salary	$65,000.00 - $65,000.00
Hour(s) a Week	35
Closing Date	Dec 01, 2023 (Or Until Filled)

General Description

Do you have a passion to support BIPOC and women led startups? The College of Staten Island Tech Incubator is a growing tech hub providing technology and entrepreneurship programs on Staten Island and throughout NYC. Our programs are designed to create economic opportunities for the communities we serve. Come join our team and help drive economic change for our Staten Island community.

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.

What We Are Looking For:

In the Program Coordinator Role, we are looking for someone who is passionate about building communities through educational programs and community resources. The program coordinator will be a well-organized and highly disciplined individual who will maintain and manage day-to-day operations, provide coordination and oversight of community-based programs and workshops. Some of the qualities we are looking for are as follows:

- Strong Work Ethic
- Highly Disciplined
- Organized/ Detail Oriented
- Strong Administrative skills
- Passion for entrepreneurship and tech
- Strong social skills
- Strong communication skills
- Comfortable with public speaking

- Growth Mindset
- Comfortable with technology and learning new tools
- Self-Starter

Other Duties

Reporting directly to the Director of the College of Staten Island Tech incubator, the coordinator will ensure that the programs support the accomplishment of educational goals and the mission of the department.

- Manages day-to-day
- Works directly with Director and development team to manage project workflow and oversee day to day to milestones for projects
- Assists with the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
- Provides support and collaborates in the planning, development, implementation, analysis, and reporting for all programs
- Maintains communications and support existing and new collaborations with campus and community stakeholders
- Coordinates and schedules events and programming for the college, community, and local high Other program related tasks or special projects as assigned.
- Assist with marketing program(s) to community and professional groups to encourage and/or improve interest in the program(s).
- Research and identify prospective new cohort members and proactively supports recruitment
- Manage events and workshops
- May occasionally need to work some evenings and weekends for events as needed

Qualifications

- A Bachelor's degree is required;
- A minimum of 3 years of relevant work experience to include, program coordination/management, administrative, and event management experience
- Strong verbal and written communication skills and excellent interpersonal and organizational
- Knowledge of technology incubation
- Comfortable with public speaking
- Entrepreneurship or tech experience a plus
- Experience desired in any aspect of small business, or personally owning or operating a commercial
- Technologically savvy

- Proficient with Office 365 and Google Suite
- Proficient with A/V and modern technology tools

About Us:

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.