Manager Innovation Center

**Definition of Class**
This is a professional position in which the incumbent manages the daily operation of the incubator space for the University of Mississippi Innovation Center (IC). The incumbent performs account management and business development activities, and cultivates tenant relations. Position is under the general supervision of the Assistant Director, Insight Park.

**Examples of Work Performed**
Administers tenant application process; screens and processes tenant applications and oversees leasing, and develops entry application standards, performance requirements and exit policies.

Coordinates with the Small Business Development Center to assist in the development of business plans and risk assessments for IC tenants.

Meets with tenants to ascertain their needs and issues, coaches tenants to adhere to their business plans, and assesses their progress.

Locates resources to resolves issues, identifies sources of capital for tenants, and connects them with competent, affordable, and accessible external sources of expertise and services.

Develops and implements educational programs, workshops and seminars. Connects tenants with law, financing, accounting, marketing and management resources.

Develops and monitors IC budget, forecasts IC improvements and makes cash flow projections.

Collects and administers rent, security deposits, returns and fees.

Maintains reports and tenant records pertaining to IC leases and operational costs.

Participates in the planning and implementation of marketing strategies to recruit and retain tenants.

Supports local and regional economic development activities, and actively seeks ways that the IC can contribute to the economic growth.

Provides presentations to update university faculty and administrators and local business and community associations.

Supervises support staff and student workers, and seeks guidance from the IC Advisory Board.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the IC’s daily operations including overseeing tenant leasing, accounting, and records of tenants.

2. Assist tenants and affiliates in developing their companies.

3. Identifies and obtains local operational and tenant resources including mentors and support services.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

   Vision: Requirements of this job include close vision.

   Speaking/Hearing: Ability to give and receive information through speaking and listening.

   Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

   Education: Master’s Degree from an accredited four-year college or university in Business Administration or a related field.

   AND

   Experience: Three (3) years of experience related to the above described duties.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 01/30/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment