AUBURN
Human Resources

Coach, Entrepreneurship

Job Description

JOB INFORMATION

Job Code	AD75
Job Description Title	Coach, Entrepreneurship
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/30/2023

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The Coach of Entrepreneurship provides coaching, mentoring, and educational support to students starting new business venture while pursuing an academic degree. Supports faculty members wishing to start a new business venture to commercialize their research. The position also supports startups in the local community consistent with the outreach mission of Auburn University.

RESPONSIBILITIES

- Collaborates with peer entrepreneurship leadership to identify, develop, implement, and assess strategic priorities.
- Coordinates programs, seminars, workshops, presentations, and events related to professional development skills for students and faculty members participating in the New Venture Accelerator program.
- Conceives, designs, and implements programs and initiatives to develop student and faculty entrepreneurs.
- Oversees and conducts individual and group coaching for student and faculty entrepreneurs.
- Creates and presents informational materials to promote and market entrepreneurship programs and initiatives within the university and the local community.
- Serves as liaison between Auburn university colleges and departments to cultivate student and faculty awareness of the programs and initiatives offered by the New Venture Accelerator.
- Contributes to tracking and reporting metrics short and long-term outcomes of New Venture Accelerator startup successes.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline	and	5 years of	experience in starting a business as a new venture or starting a business within an existing organization. Must have experience in growing a business.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of business practices that improve and grow a business.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.