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## Auburn University Job Description

Job Title: **Coach, Entrepreneurship**

Grade AA10: \$48,800 - \$83,000

Job Code: **AD75**

FLSA status: Exempt

Job Family: Academic Services and Administration

Job Function:

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### 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.

### Essential Functions

1. Collaborates with peer entrepreneurship leadership to identify, develop, implement, and assess strategic priorities.
2. Coordinates programs, seminars, workshops, presentations, and events related to professional development skills for students and faculty members participating in the New Venture Accelerator program.
3. Conceives, designs, and implements programs and initiatives to develop student and faculty entrepreneurs.
4. Oversees and conducts individual and group coaching for student and faculty entrepreneurs.
5. Creates and presents informational materials to promote and market entrepreneurship programs and initiatives within the university and the local community.
6. 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.
7. Contributes to tracking and reporting metrics short and long-term outcomes of New Venture Accelerator startup successes.

### Supervisory Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Bachelor's Degree-No specific discipline
<b>Experience (yrs.)</b>	5	Experience in starting a business as a new venture or starting a business within an existing organization. Must have experience in growing a business.

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

### Minimum Required Knowledge

Knowledge of business practices that improve and grow a business.

### Certification or Licensure Requirements

None Required.

### Pre-Employment Screening Requirements

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## Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 3/30/2023

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