

Interviewer Information

Name:	Laura Van Nostrand	Phone:	(310) 206-0557
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Position Information

Payroll Title:	Student 2 - Work-Study - Grade - 02	Pay Rate:	\$17.50/hr
Job Code:	4921	Hours:	10-15 hrs/week
Posting Category:	Clerical/Office	Available Positions:	1
Job Type:	F - Summer Federal Work Study		

Undergraduate: Yes

Graduate: No

Summer: Yes

On Campus: Hybrid

Advertise: Yes

Position Details

Location:

UCLA Technology Development Group: 10889 Wilshire Blvd. Suite 920 Los Angeles, CA 90095

Description:

Job Purpose:

The Technology Development Group (TDG) supports UCLA's research, service and education mission by commercializing intellectual property rights and facilitating collaborations with industry for next-generation scientific breakthroughs. Established in 2012, UCLA New Ventures leverages its broad network of funding sources, service providers, and experts to support UCLA faculty, graduate students, and post-docs with startup creation, funding, and success. This position is responsible for assisting New Ventures as needed in supporting startup support programs and events.

Description of Duties:

- Supporting NVs startup support programs, including but not limited to: managing email newsletter, coordinating mixer event, managing investor database, and communications.
- Work with UCLA startup community and companies to help drive their success.
- Data management and database entry.
- Send and track email communications and responses.
- Other duties as assigned.

Qualifications:

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- Attention to detail.
- Ability to balance competing priorities and complete deadline-driven tasks.
- Problem-solving skills to develop workflow solutions and address emergent issues.
- Willingness to take ownership of startup support projects.
- Effective communication and presentation skills.
- Comfortable with managing email communications in a timely, helpful manner.
- Experience with PCs, Windows, and the Microsoft Office suite.

Preferred Qualifications:

- Experience with Mailchimp, Airtable, and website creation.
- Experience with database management and procedural thinking.

Please note: This position will be conducted remotely, with in-person meetings at least once per month.

To apply, email your resume and cover letter to Sofia Ramos – sofia.ramos@tdg.ucla.edu