Interviewer Information

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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:
Qualifications:
• 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