Name:	Sofia Ramos	**Phone:**	(310) 794-0174
Department:	UCLA Technology Development Group	**Fax:**	(310)861-8862
Email:	Sofia.ramos@tdg.ucla.edu		

Position Information

Payroll Title:	Student 2 - Work-Study - Grade - 02	**Pay Rate:**	$17.60
Job Code:	4921	**Hours:**	10-15 hrs/week
Posting Category:	Clerical/Office	**Available Positions:**	1
Job Type:	F - Summer Federal Work Study		

Undergraduate: **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.
UCLA Ventures, a department under the UCLA Technology Development Group, supports UCLA-affiliated startups, faculty, students, staff and alumni via a variety of programs that serve innovators at all stages of development. Our goal is to aid in the transition from idea to market through startup creation, funding, education, and success. UCLA Ventures programs include Startup in a Box, Bruin Founders, Pitch Gym, an exclusive Philanthropic Community, and entrepreneurial ecosystem events.

Description of Duties:
• Supporting UCLA Venture's 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, Monday.com, 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 at sofia.ramos@tdg.ucla.edu.