



University City Science Center Job Posting: **Department Assistant, Ecosystem Development**

The Department Assistant is responsible for providing administrative, clerical and project support to the Ecosystem Development team. The Department Assistant is a key member of the department and will promote the highest level of efficiency through effective departmental support, support of Quorum and Venture Café events and programs activities, and Marketing department initiatives. The Department Assistant will be responsible for completing tasks assigned by the department VP, Directors and Program Managers to ensure operational excellence of the department. The Department Assistant will work closely with other UCSC business areas and provide administrative support to the entire organization as needed.

The Department Assistant has internal contacts with the entire administrative staff and external contact with business partners, vendors, and the community. This position has access to sensitive UCSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent UCSC in a professional manner.

The Department Assistant will report directly to the VP, Ecosystem Development and take direction of daily and special work duties from other members of the department as well as participate in department activities as necessary.

Key responsibilities of the job include:

General Administrative Responsibilities

- Manage calendars and schedule and make arrangements for meetings as requested, representing department to internal and external clients.
- Process department invoices, receipts and documents
- Perform general administrative and clerical duties for department including expense and credit report preparation for VP, manage incoming and outgoing department mail, copying, faxing, filing, scheduling, correspondence, telephone, and travel arrangements for the department.
- Manage departmental contacts and other data input and collection in Salesforce
- Schedule interviews for department hires as directed
- Attend monthly administration meetings
- Participate in the front desk coverage rotation once per week at lunch or as necessary when Receptionist and other Administrative Assistants are not in the office.

- Provide administrative and clerical support for UCSC events, projects, or other company-wide initiatives as necessary.

Department Responsibilities

- Coordinate and attend weekly team meeting. Facilitate input of weekly tracking document.
- Act as a greeter and event assistant at Quorum and Venture Café events. Activities include but are not limited to checking in attendees, rearranging event space and coordinating deliveries.
- Work with Accounting department and Ecosystem Development team to track monthly budget.
- Facilitate ordering and printing of marketing collateral and promotional items.
- Coordinate and organize external company Keystone Innovation Zone reporting and eligibility documentation.
- Organize and distribute monthly data and metrics on behalf of Ecosystem Development Team.

The successful candidate will have 2-3 years of related experience in a professional office environment with a customer service focus, demonstrated organizational strategies and advanced PowerPoint skills. High School Diploma is required; BA/BS degree or some college is preferred.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

We are an Equal Opportunity Employer

Interested candidates should forward a resume along with salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email resumes@sciencecenter.org.

About the Science Center

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond. For more information about the Science Center, go to www.sciencecenter.org