E V E R Y N E W  C R E A T I O N  I S  A  C H A N G E

The Center for Entrepreneurship (CfE) at the W. P. Carey School of Business has an opening for an Executive Director who will lead a small team that works closely and collaboratively with internal and external stakeholders to ensure programs are planned, organized, and executed while accomplishing established goals and objectives.

Under direction of the Associate Dean, the person in this position will direct the CfE. This position will involve working with multiple stakeholders and managing strategic responsibilities of considerable difficulty and sensitivity in planning, organizing, directing and coordinating administrative, academic and operational activities. The Director will have the strategic skills to envision what the CfE can become and the operational management capabilities to make it a reality, as well as be capable of, and responsible for, raising funds for the CfE.

**Essential Duties**

- Shapes and manages a nationally acknowledged model CfE that provides valuable entrepreneurship-related services, experiences and resources to stakeholders of the W. P. Carey School of Business and Arizona State University
- Provides leadership in the area of entrepreneurship within Arizona State University and represents the W. P. Carey School in University’s Entrepreneurship + Innovation organization
- Develops and executes an operational plan for the CfE
- Builds the advisory board as advocates and collaborators in growing the CfE
- Takes the initiative on campus to get people engaged in an atmosphere of innovation, creativity, collaboration, and entrepreneurship
- Develops strong relationships within the Arizona business community and serves as a “connector” between the entrepreneurial community and the W. P. Carey School of Business
- Creates working relationships with local organizations such as entrepreneurial groups, economic development groups, and local Chambers
- Develops modern programs to encourage both traditional and non-traditional students to take part in academic credit and non-credit courses and experiences focusing on entrepreneurship
- Coordinates with faculty and administration to deliver CfE programming and experiential student learning
- Works in partnership with other units and insiders within the Arizona State University community
- Creates and maintains a functioning budget
- Supervises department staff. Oversees and participates in the hiring, training and evaluation of department staff. Determines and takes appropriate corrective action and discipline including termination.

**Minimum Qualifications**

- Master’s degree in a field appropriate to the area of assignment, and eight (8) years of related administrative experience which includes five (5) years of supervisory experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved

**Desired Qualifications**

- Demonstrated knowledge of a regional and/or the national entrepreneurial environment
- Demonstrated knowledge and understanding of academic organization, goals, objectives, policies and procedures
- Experience in contributing to teaching in the area of entrepreneurship
- Experience in working in teams and across disciplines
- Evidence of effective communication skills and the ability to represent the CfE and the W. P. Carey School of Business regionally, nationally and internationally
- Evidence of having a Ph.D. degree in a field appropriate to the position (ABD if defense of dissertation will be completed by August 2017)
- Demonstrated knowledge of the U.S. Southwest region’s entrepreneurial environment
- Evidence of leadership in impactful research through publications, reports, research grants and/or consultancy funding
- Evidence of a record of competent undergraduate and graduate teaching as evidenced, for example, by a teaching profile, peer observation and student evaluations
- Demonstrations of successful innovation in teaching methods and assessment and/or leadership of initiatives related to experiential learning as evidenced by, for example, sample syllabi, cases, assignments and other innovative pedagogical examples
- Demonstrated knowledge with crafting and bringing to market next generation technology, product, service and business model innovations
- Experience running a center for entrepreneurship, business incubator, or an accelerator

**Working Environment**

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding an d manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

**Department Statement**

Entrepreneurship is more than nurturing an idea from what if to what is. It’s a lifelong commitment to embracing change, to rethinking the possible, to taking risks you believe in and making others believe in them. At the Center for Entrepreneurship at the W. P. Carey School of Business, we foster and empower entrepreneurs in the classroom and discipline across the wider ASU community.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, united institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.
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Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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