The W. P. Carey School of Business at Arizona State University is seeking an approachable, personable, proactive and service-oriented individual to lead the recruitment efforts for the ASU - Draper University Entrepreneurship Incubator Program. This program offers students in any ASU undergraduate degree program as well as students seeking degrees at other universities the opportunity to participate in a four-month immersive program focusing on innovation and start-up strategies while learning from world-renowned mentors and executives. This individual will identify and communicate with qualified candidates for the program by developing and carrying out a comprehensive recruitment campaign that targets current ASU students, students enrolled at other universities, prospective first-time freshmen, and community college students who will be transferring to ASU. This individual will also establish and maintain relationships with high school, community college, and ASU personnel for the purpose of promoting the program and increasing participation.

**Essential Duties**

- Develops communication materials for distribution to target audiences
- Marketing and promoting the ASU-Draper University Entrepreneurship Incubator Program through various media, both external and internal to ASU
- Delivers presentations to prospective students and families, high school and community college faculty, and counselors and administrators
- Establishes and maintains relationships with student service providers at ASU to obtain referrals and provide information for prospective students
- Educates colleagues in the ASU community about the program by attending staff meetings, conducting workshops, and distributing information via email and other media
- Works closely with Draper University counterparts to ensure consistent information and efficient processes
Minimum Qualifications

Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Evidence of Master's degree in business or a related field
- Experience in marketing/selling techniques
- Experience in applying successful service techniques
- Experience in entrepreneurial education and/or practice
- Experience creating presentations and presenting to groups or individuals
- Experience in planning events and/or project coordination
- Experience working with Microsoft Office Applications (i.e. Excel, Word, PowerPoint, Outlook)
- Experience building working relationships in a team setting and with internal/external constituents
- Evidence of applying solid interpersonal skills and positive perspective when communicating verbally and in writing
- Experience recruiting and/or fulfilling an externally facing role in a university/corporate setting
- Experience advising student clubs and organizations
- Experience in customer service

Working Environment

- Communicate effectively, both verbally and in writing, to prospective students and/or their parents, W. P. Carey faculty and staff, as well as other campus units
- Provide complex data/metrics to various parties
- Utilize computer software, email systems, and databases
- Work with prospective students and/or their parents in a higher education/university atmosphere, both one-on-one and in group/class settings, in-person and via phone and e-mail
- Lift/transport approximately 30 pounds of promotional/marketing materials
- Travel - While based on the Tempe campus, individual must be willing and able to travel to multiple campus locations in the Phoenix metropolitan area and to out-of-state events during any given week/weekend
- Utilize computer, phone, and various office equipment (fax, copier, etc)
- Work occasional extended hours, including evening and/or weekends, as needed
- Provide assistance and information to faculty, staff and outside organizations regarding area(s) of responsibility
- Work occasional extended hours, including evenings and/or weekends, as needed

Department Statement

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 14,000 students pursuing undergraduate, masters, and PhD degrees. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking.

Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

"The W. P. Carey School of Business educates tomorrow’s business leaders, takes
an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale."

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, unified 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

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.

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.