



Job Title	Business Incubator Site Manager I, II	Job Code	BD0111, BD0112
Pay Plan	A&P	Pay Grade	21, 22
Union	Non-Union	FLSA Status	Exempt
Job Family	Business Development and Partnerships	Union Code	0
		Subfamily	Business Development and Partnerships

Job Family & Subfamily Summary

Business Development and Partnerships Professionals builds and maintain mutually beneficial relationships with external vendors, organizations, and officials to strengthen university research, development, and scope of impact.

Business Development and Partnerships Professionals provide consulting services, seminars, and workshops for small business owners. Provide assistance in areas such as accounting, finance, marketing, operations, new venture planning, and technical assistance.

Job Summary

Responsible for management of the day-to-day operations of a business incubator site. Implements programs, grants and services to support business research, development and commercialization.

Representative Duties

1.
 - Provides administrative direction, coordination, course facilitation and manages control of incubation activities and initiatives
 - Provides day-to-day supervision and support of administrative staff; the operation level of programs; financials; assists in the formulation and administration of annual operating budgets
 - Serves as a liaison between management, clients, university, and government officials
 - Sources potential client companies that qualify for the program
2.
 - Administers business consulting and coaching to principal investigators, businesses, and technology teams to make continual progress toward goals
 - Assists with the interpretation and creation of business models, research, marketing, and sales plans to determine how the product will be supplied to the market and anticipate any possible barriers to success
 - Advises Director on issues related to contracted business development support
 - Provides administrative support to the selection and course committee
 - Oversees collection and distribution of applications, manages meetings between potential clients and preliminary selection committee, provide applicants with assistance in preparing application materials
3.
 - Conducts public relations and networking activities for the program
 - Assists upper management with international projects where other educational institutions, organizations or businesses are looking to partner with UCF
 - Administers initiative to assist transitional military veterans who are exploring entrepreneurship

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 4+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 4+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.