

Job Title: Project Manager Associate

Job Purpose:

Perform professional support services for projects engaged throughout one or more units within the Enterprise Innovation Institute (EI²). Assist in the process of providing strategic planning, applied research, and other problem solving consulting services for leaders in business, government, and economic development.

Impact & Influence:

This position will interact on a consistent basis with: EI² project management staff, community representatives, and representatives from other economic and business development organizations. This position typically will advise and counsel: EI² Project management staff.

Key Responsibilities:

Duties may include but are not limited to:

- Develop and maintain an in-depth understanding of the EI² mission and how it supports Georgia Tech in helping to improve Georgia's state economy.
- Participate in identifying, cultivating, and building strategic corporate partnerships that align with Georgia Tech's multidisciplinary research, education, and outreach priorities.
- Participate in conducting technology assessments and estimates.
- Report measurable outcomes through internal metric reporting systems.
- Contribute to the development of marketing and promotional materials design and content.
- Provide input to the project planning process.
- Contribute, on a limited basis, to the development of business proposals.
- Assist in the process of coaching, educating, and accelerating technology startups.
- Perform other related duties as assigned.

Education, Specialized Knowledge, and Experience:

Degrees required for this job: Bachelor's Degree in Engineering, Business Administration, Economic Development, Public Policy or related field.

Degrees preferred:

Years of experience required for this job: One to two years job related experience

Years preferred:

Certifications or licenses required for this job:

Certifications or licenses preferred: Certified Economic Developer (CEcD), Economic Development Finance Professional (EDFP), American Institute of Certified Planners (AICP).

Specialized Skills:

Specialized skills required for this job:

This job requires professional level knowledge and skill in the application of data collection, research and analysis, and the development of related conclusions and recommendations. Incumbents for this position must be highly organized and also possess fundamental abilities in report writing, problem solving, and presenting data/information to groups. Experience with or an aptitude to learn related statistical and computer applications also required

Specialized Skills Preferred:

Advanced skills in use of specialty software/databases and advanced statistical analysis techniques applied within a university environment.

Other Variables: