

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** PROGRAM MANAGER, WSSI

**Reports To:** Designated Supervisor

**UW Job Code:** 3104

**UW Job Family:** 32 - Administrative Support

**SOC Code:** 13-1199

**FLSA:** Exempt

**Pay Grade:** 26

**Date:** 3-1-16

### **JOB PURPOSE:**

Organize, manage and promote the services of Wyoming SBIR/STTR Initiative; conduct educational business advising, leadership, vision and oversight for the statewide program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage Phase 0 Program to increase Wyoming small business participation and success in the federal SBIR/STTR program.
- Review proposals; make recommendations for changes to ensure application success.
- Supervise, direct, and train the proposal reviewers to ensure fair, unbiased evaluations with meaningful feedback.
- Prepare contracts, ensure contract obligations are met, and authorize dissemination of funds.
- Review Phase 1 and 2 proposals and advise clients in order to improve clients' proposals and thereby increase chance of funding at federal level.
- Facilitate the development of mentor relationships for each of the Phase 0 award companies.
- Develop recruitment/training objectives to increase small business participation and reach dispersed clients across the state of Wyoming.
- Increase public awareness of program opportunities, highlight the role of the Small Business Development Center Network, University of Wyoming, and Wyoming Business Council in promoting economic development activities and success across the State.

### **SUPPLEMENTAL FUNCTIONS:**

- Attend meetings and conferences, as directed.
- Represent the program on internal and external committees and at meetings, conferences, and events as appropriate.

- Participate fully in Wyoming Entrepreneur SBDC network activities to maximize the organization's capacity to fully meet client needs.

### **COMPETENCIES:**

- Visionary Leadership
- Meeting Membership
- Strategic Planning
- Formal Presentation Skills
- Quality Orientation
- Delegating Responsibility
- Work Prioritization & Management
- Collaboration

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Report development and publishing techniques.
- Database maintenance and manipulation.
- University policies, regulations and organizational mission.
- University data systems, definitions, and procedures.
- Fund and budget management, and accounting form processing.
- Project management principles, practices, techniques and tools.
- Budget and fiscal management principles and procedures.
- Report and technical writing.

Skills and Abilities to:

- Use business research tools.
- Use personal computers and related software applications.
- Investigate, analyze information, draw conclusions, and make recommendations based on data or findings.
- Analyze and solve basic, routine and advanced problems.
- Develop project goals, timelines, funding and budgetary strategies.
- Manage projects, including cost estimation and personnel allocation to perform contract research.
- Use a variety of computer software and hardware systems.
- Design and administer survey instruments, oversee survey data collection.

- Analyze data and provide written documentation, analyze statistical data and generate reports.
- Meet deadlines and manage project timelines and priorities.
- Communicate and maintain public relations with support staff, University officers and other clientele.
- Foster a cooperative work environment.
- Create, compose, and edit written materials.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. Some travel required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.