Requisition ID: 109637  
Job Title: Assistant Program Coordinator – Temporary (12 months)  

JOB SUMMARY:  
The Division of Advancement and Alumni Engagement utilizes resources, technology, and business for the purpose of soliciting alumni, donor engagement, donor research, and stewardship throughout Emory University and Health Systems. Our mission is to inspire and steward meaningful, lasting relationships that elevate engagement and giving to fulfill Emory’s mission to serve humanity. The Corporate and Foundation Relations (OCFR) internship will expose you to our core focus areas including: landscape analysis of research and program within Emory; evaluation of new research and programs, including scientific, market, and intellectual property research as well as legal contract processes and some experience with creating material for external and internal outreach while understanding how to position the university with key stakeholders. This position will report to the Executive Director of Corporate and Foundation Relations.  

JOB DESCRIPTION:  
- Assists in the development and implementation of program initiatives which may include the preparation of briefing materials, reports, correspondence and other documents, performing research, developing and maintaining databases, and developing promotional materials.  
- Communicates with national and possibly international program contacts.  
- Tracks program expenditures, and may participate in the budget preparation process.  
- May draft, edit and process grant proposals.  
- Prepares and distributes reports.  
- Coordinates logistical arrangements for meetings, conferences and travel.  
- Performs related responsibilities as required.  

ADDITIONAL JOB DETAILS:  
In addition to the duties outlined above, the Program Coordinator may be required to:  
- Write marketing briefs that can be used for proposal development and RFP submissions (short non-confidential summaries of technologies).  
- Conduct landscape analyses of assets within Emory and alignment with potential external partners and opportunities.  
- Perform market research and analysis (a comprehensive report of the potential of a program, including a description of capabilities/costs, benefits to partners, any established partnerships). Write fact sheets on different programs and research opportunities within Emory with a lens to potential partners.  
- Attend meetings with research faculty, program leaders to learn more about what they have built or are building.  
- Attend office-wide meetings to interact with the OCFR staff.  
- Work closely with Executive Director on projects that could potentially lead to sponsored research – work on coordinating meetings, confidentiality agreements, work with colleagues in OTT and RAS/OSP to move the opportunity forward.
MINIMUM QUALIFICATIONS:

- A bachelor's degree or an equivalent combination of education, training and experience.

PREFERRED QUALIFICATIONS:

- PhD student or Postdoc in Natural Sciences
- Successful candidates will possess strong organizational, written, and verbal communication skills and possess the ability to manage multiple projects simultaneously.
- Strong interpersonal and problem-solving skills with a commitment to excellent customer service, and the ability to work collaboratively.
- Experience with various technologies including advanced knowledge and experience with Microsoft Office Suite, mass email applications, database and project management software, and CRM systems.
- Possess a high level of professionalism and commitment to confidentiality with sound judgment and discretion.
- Flexibility to accommodate changing priorities and deadlines.

NOTE: This role will be granted the opportunity to work from home regularly but must be able to commute to Emory University on a flexible weekly schedule based upon business needs. Schedule is based on agreed upon guidelines of department of work. Emory reserves the right to change remote work status with notice to employee.

Use the link below to view the details and apply if interested:

Link: https://euvcareers-emory.icims.com/jobs/search?ss=1&searchKeyword=109637

Emory University and Emory Healthcare are nationally recognized for their contributions to higher learning, research, patient care and the health sciences. To learn more about their individual missions and respective organizations, please visit emory.edu or emoryhealthcare.org.

We look forward to receiving your application for this position!

Sincerely,

Gayathri Srinivasan
Managing Executive Director,
Corporate & Foundation Relations
Emory Recruitment