LEADERSHIP TEAM POSITIONS AVAILABLE

The Center for Innovation and Entrepreneurship (CIE) invites applications for the CIE Leadership Team for the remaining academic year and the 2018-19 academic year. These positions play a crucial role in the organization, development and focus of the CIE events and programs. These positions are open to current freshman, sophomores and juniors from all majors across the 5Cs and require approximately 10 hours per week at a pay rate of $11/hour. The CIE is looking for students who are self-starters and have an entrepreneurial spirit. Participation in CIE events and meetings is expected. The CIE Leadership Team will work under the guidance of the CIE Director and Von Tobel Professor of Economics, Professor Janet Kiholm Smith and the CIE Program Coordinator, Theodora Coulis. The team works closely with the CIE Advisory Board.

The positions are briefly outlined below and full descriptions and application will be open on Sunday, January 28th at 12:00 pm and can be found on Handshake: https://app.joinhandshake.com/jobs

Applications must be submitted on Handshake by February 16, 2018 by 12:00 pm.

Montgomery Student Manager

The Student Manager is the team leader and responsible for working with the CIE collectively to help establish organizational goals for the team. They should be able to look at the "big picture" as well as inspire others. The Student Manager is responsible for developing and maintaining external relationships, internal research, programming, and creating new CIE initiatives. The Student Manager will work with the Faculty Director and the Program Coordinator of the CIE.

Venture Development Manager

The Venture Development Manager is responsible for identifying, developing and maintaining relationships with, and supporting student entrepreneurs and student start-ups throughout the Claremont Colleges community.

Marketing Manager

The Marketing Manager is responsible for all outbound communication with the Claremont community. Specifically, the Marketing Manager will advertise our events in way that maximizes participation and interest in the CIE.

Events Manager

The Events Manager is responsible for conceptualizing, planning, and executing all CIE events. The Events Manager will work closely with the Marketing Manager to ensure maximum student participation in events that are substantive and purposeful.

Website/Social Media Manager

The Website Manager is the main contact for the CIE's online presence and is responsible for the maintenance and upkeep of the CIE's official website and social media platforms. The Website/Social Media Manager will update the website with marketing materials for upcoming events on an on-demand basis and implement occasional UI updates.

3D Printing Manager

The 3D Printing Manager is responsible for all aspects of the CIE's 3D Printing Laboratory. The 3D Printing Manager will plan and organize monthly meetings for the 3D Printing Club, assist with student project requests, and maintain all laboratory hardware. The 3D Printing Manager will also be in charge of creating and managing events to engage students and maximize participation and interest in the CIE Printing Lab.