

Graduate Assistant: Innovation Assistant
Department: Innovation/ITS

Supervisor/Mentor: David Hakanson, Vice President, Chief Information Officer, and Chief Innovation Officer

To Apply: Contact **Leslie Williams**, Office of the CIO lesliewilliams@slu.edu and copy **Michele Streb**, Office of the CIO streb@slu.edu

Position Description:

The Graduate Assistant – Innovation will report to David Hakanson and will be the primary individual to assist the Vice President with coordination of various innovation programs across the University. This eleven-month position offers tuition remission for 9 hours in the fall, 9 hours in the spring and 3 hours in the summer as well as a monthly stipend and health benefits. In exchange the assistant will work for 20 hours per week, holidays excluded. This one-year appointment may be renewable.

Responsibilities:

The individual will be the primary resource for the Vice President regarding innovation programs and emerging trends that may have strategic value to Saint Louis University.

Primary duties include:

- Assist with research of innovation programs at other universities
- Researches emerging trends that may have impact at SLU
- Manages the innovation portfolio and related documents
- Provides administrative coordination over innovation programs
- Represents SLU with local start-up community

Qualifications:

- 1) Earned BA or BS in relevant major.
- 2) Admission into a SLU graduate program.
- 3) High level of organizational, oral and written communication skills.
- 4) Understanding of or interest in innovation and entrepreneurship
- 5) Knowledge of MS Office systems and Web Content Management System applications preferred.

Educational Benefit:

The student will become familiar with managing innovative programs within an organization. He or she will enhance their skills in data collection, analysis, research, communication, and project management. The individual will gain an understanding around innovation and entrepreneurship.

Orientation, Training and Mentoring

In addition to attending Graduate Assistant Orientation, the graduate assistant will receive training from Information Technology Services, including training on new technologies. They will be mentored by the Vice President, Chief Information Officer and Chief Innovation Officer.

Evaluation Plan

At the beginning of the assistantship year, the mentor will meet with the graduate assistant to establish both performance and professional development goals in keeping with the job responsibilities and personal development aspirations of the assistant. To assess progress towards the goals, the graduate assistant will have two formal evaluative meetings during the academic year, one at mid-year and one at the end of the assistantship year