

Job Summary: Muldoon Center for Entrepreneurship Graduate Assistant

The GA for the Muldoon Center for Entrepreneurship assists in the operations of the entrepreneurship program. This includes academic programs, social ventures operated by entrepreneurship students, and community programs. Our team has the privilege of developing and implementing a variety of learning experiences and events for JCU and high school students, and the Greater Cleveland community. Our GA is an integral member of our team, assisting with all aspects of designing and implementing these experiences and programs. The Director of the Muldoon Center will work with our GA to identify skills they want to develop and plug them in to opportunities to do so.

Duties and Responsibilities:

- Assist with managing the Food for Thought Food Buggy (including tracking finances and supplies, and managing undergraduate students)
- Track data on and program communication with entrepreneurship minor students
- Assist with event planning and execution
- Assist with marketing campaigns
- Various clerical and administrative duties

Required Qualifications

- Admission to a JCU graduate program.
- GA must maintain a term GPA of 3.0 while in the position and hold no active academic probations.
- Must maintain full-time graduate student status.

Preferred Qualifications

- A self-starter
- Willingness to share creative ideas
- Entrepreneurial experience (coursework and/or startup)
- Management experience
- Social media marketing experience

Working Hours and Conditions

Work is usually done collaboratively. Some evening and weekend availability would be useful to help with events. Otherwise, normal hours would be flexible during weekdays.

Flexible - it would be nice to be able to lift 30 lbs. but not necessary

Contact Information

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