University of Virginia Licensing & Ventures Group (UVA LVG)
Position Description

**TITLE:** Executive Assistant/Office Manager
**SUPERVISOR:** Executive Director, UVA LVG

**I. POSITION OBJECTIVE**

The Executive Assistant/Office Manager is the day-to-day manager of office affairs and also serves as the Executive Assistant to the Executive Director.

**II. BACKGROUND**

The University of Virginia is a comprehensive research university located in Charlottesville, Virginia. Home to 11 schools, UVA is consistently rated among the United States top public universities and a university “best values”. Further, UVA boasts 12,000 faculty and staff, a greater than $7.5 billion endowment, 20 members of the national academies, 2 research parks, and top ten ranked schools of business, commerce, and law. During the fiscal year ended June 30, 2017, the University performed $390MM in research expenditures (including $187 MM in federal expenditures) in 1.5 MM square feet of research, laboratory, and studio space.

The University of Virginia Licensing & Ventures Group (UVA LVG) is the intellectual property management and innovation commercialization organization for UVA’s research portfolio (lvg.virginia.edu). Founded in 1977 as a 501(c)(3) UVA affiliated foundation, today UVA LVG receives ~200 invention disclosures, executes ~80 commercial transactions, and launches 5-7 new companies each year.

**III. ESSENTIAL FUNCTIONS**

Reporting to the Executive Director, the responsibilities are to:

- Serve as an Executive Assistant to the Executive Director, including but not limited to:
  - Managing the calendar, email, travel and reimbursements for the Executive Director;
  - Addressing multiple and competing priorities simultaneously;
  - Tracking all projects to ensure that requests for information and reports are met on time;
  - Maintaining confidentiality (as appropriate) and exercising excellent judgement concerning all matters;
  - Coordinating all meetings involving the Executive Director and Board of Directors;
- Serve as UVA LVG office receptionist, including but not limited to:
  - Providing “front line” interaction with all visitors;
  - Managing telephone calls, and general email inquiries with high attention to professionalism and awareness of appropriate protocols;
  - Providing back-up support for in-house IT issues.
- Serve as Office Manager, including but not limited to:
  - Coordinating office use of shared resources: the incubator space, conference rooms, conference lines, etc.;
  - Managing relationships and performance of services vendors: information technology, office equipment, janitorial services, building and grounds; etc.;
  - Monitoring and maintaining all office supplies in a cost conscious manner;
- Support UVA LVG’s Information Manager and Manager, Financial Operations as needed;
- Perform other duties as assigned by the Executive Director and other UVA LVG staff members.

**III. QUALIFICATIONS:**
• Required:
  o Exceptional organizational skills;
  o Strong commitment to excellent interpersonal interactions;
  o Strong internal motivation to identify opportunities to improve workflow and efficiency;
  o Very strong oral and written communication skills;
  o Extraordinary attention to detail, precision, meticulousness, etc.;
  o Demonstrated ability to be flexible, even-mannered, and consistently professional;
  o Strong computer skills, including Excel, PowerPoint, Word, etc.;
  o Ability to thrive in a position with widely varied responsibilities and activities;
  o Ability to work independently;
  o A style that models the values of optimism, initiative, and collaboration while maintaining a strong focus on achieving results.

• Strongly preferred:
  o Bachelor’s degree;
  o A good sense of humor;
  o 3-4 years of experience in senior executive administrative support;
  o Basic familiarity with patent prosecution, contract negotiation, business development, and University technology commercialization;
  o Experience working in a University environment (particularly the University of Virginia).

V. COMPENSATION

Salary is commensurate with experience.

The University of Virginia Licensing & Ventures Group is an equal-opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, age, disability, handicap or any other classification protected by applicable law.

VI. TO APPLY

Qualified candidates are invited to apply for the position of Executive Assistant/Office Manager by submitting a cover letter and resume/CV electronically to claudine@virginia.edu or by calling Claudine Wispelwey, Director of Operations at 434.924.7523.