UNIVERSITY OF SOUTHERN CALIFORNIA
IT Business Development Administrator

Job Code: 129223

OT Eligible: No
Comp Approval: 6/27/2016

JOB SUMMARY:
Explores and develops new business opportunities in emerging technologies. Leads and oversees the development and growth of profitable new business strategies and develops and maintains effective key agency relationships. Develops strategic initiatives into viable programs/projects. Has responsibility for conceptual development of directions. Ensures business growth through directing and managing business development activities to ensure these are delivered in accordance with the organizational strategy.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

———  ——— Explores and develops new business opportunities in emerging technologies. Develops strategic initiatives into viable programs/projects. Has responsibility for conceptual development of directions. Researches within industry to identify, understand and evaluate new technologies and assist department senior management prioritize projects and investments.


———  ——— Gives presentations and pitches and develops proposals for garnering new business partnerships. Develops campaigns to solicit new business opportunities.

———  ——— Identifies areas of improvements in department products and services and assists in creating and implementing solutions. Supports the overall process of management and decision-making to ensure the department maximizes its short, medium and long-term profitability.

———  ——— Evaluates market size and industry structures. Gathers data and analyzes potential customers and competitors. Creates business plans for new business ventures and strategies for penetrating existing markets. Leads and oversees the development and growth of profitable new business strategies and develops and maintains effective key agency relationships.

———  ——— Contributes to the development and refinement of the department’s vision and strategy.

———  ——— Leads and/or assists in negotiations with potential external and internal technology partners.

———  ——— Assists with developing the department’s intellectual property portfolio around new technologies and distribution channels.

———  ——— Identifies funding and other resources and strategic planning needs for new product/technology development and/or new programs/projects. Assists with developing budgets and timelines. Liaises with other departmental heads on the implementation of the department’s strategic and operational plans.
Develops, reviews, and reports on program/project/business strategy, ensuring the strategic objectives are well understood and executed by the project team.

Maintains currency on market trends and new products.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No

[ ] Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

**Minimum Experience:**

7 years

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Bachelor’s Degree in business management, engineering, marketing, finance, or other related disciplines. Experience with the process of developing new business in the area of emerging technologies. Exceptional communication, presentation, and negotiation skills required. Demonstrated analytical, relationship-building and problem solving skills.

**Preferred Education:**

MBA

**Skills: Other:**

Assessment/evaluation

Budget control

Communication -- written and oral skills

Conceptualization and design

Consulting

Customer service

Development/fundraising

Interpersonal skills

Interpretation of policies/analyses/trends/etc.

Knowledge of applicable laws/policies/principles/etc.

Lead/guidance skills

Leadership

Marketing

Negotiation

Networking
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Research
Scheduling

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May supervise student, temporary and/or resource workers.

SIGNATURES:

Employee: _______________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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