



IT Business Development Administrator Job Description

JOB INFORMATION

Job Code:	129223
Job Title:	IT Business Development Administrator
FLSA Status:	Exempt
Supervisory:	
Job Family:	Marketing
Job Family Group:	Marketing and Events
Management Level:	7 Individual Contributor

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 i

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

☐ Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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				
Performs strategic analysis of department's business operations. Identifies and markets emerging technology solutions to potential external cohorts. Generates leads for possible sales. Identifies and cultivates new technology partnerships. Selects inte				
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 pro				
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				
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 de				
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on

individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.