

Job Announcement
Innovation Hub Manager
Cyber Innovation Center

This position is for a **STRIKEWERX Innovation Hub Manager at the Cyber Innovation Center (CIC) in Bossier City, LA** and is responsible for overseeing and scheduling innovation hub daily operations. The Hub Manager receives and assists clients, coordinates hub events and activities, leads collaborative activities between industry, academia and the government and performs other duties as assigned by management.

Essential Functions:

- Accurately schedule the necessary resources to ensure smooth operation of the office.
- Assist customers using hub computers, projection equipment, audio, and collaborative software.
- Act as Purchase Request and Expense Report process owner. Coordinate requests within CIC staff and the government partner. Document all purchase requests and expense reports.
- Order supplies for hub operations and process purchases of promotional materials.
- Schedule and facilitate online video meetings using Zoom, MeetMe, MS Teams, etc.
- Lead collaborative “First Friday” events facilitating discussion between industry, entrepreneurs, academia and government.
- Greet, sign-in and direct visitors to the innovation hub.
- Account for and oversee computers checked out to Airmen and students for CIC Collaborative Environment and STRIKEWERX projects.
- Ensure the innovation hub is neat, orderly and professional in appearance.
- Mentor undergraduate interns.
- Effectively communicate (both written and oral) with staff, customers, academia, industry partners, community volunteers, high ranking officials, and the public.
- Be comfortable in learning new business management and government software system.
- Utilize Microsoft software in communications and coordination.

Qualifications:

- Eligible for SCI-DCID 6/4 Top Secret Clearance. US Citizenship required.
- Bachelor's degree in Engineering, Management, Communications, Business, or related field.

- 2-5 years of relevant business experience.
- Well-developed interpersonal and communication skills.
- Willing to work in a dynamic, exciting, rapidly changing environment.

Work Requirements:

- Hours: 8 a.m. to 5 p.m., Mon-Fri (typical). Due to the nature of the business and depending on specific event schedules, the employee will be required to vary typical work hours.
- Occasional weekend work could be required.
- Occasional travel will be required.

Compensation:

- Salary: Commensurate with ability and experience.
- Excellent employee benefits package.