Innovate Calgary is the technology transfer office and business incubator for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with UCalgary researchers, students, and other members, to help bridge the gap between discovery and innovation.

We provide a unique environment for employees by combining a flexible work environment with great exposure to the University of Calgary’s growing innovation and entrepreneurial ecosystem.

We are currently accepting applications for the following position:

**Technology Commercialization Intern:**

Reporting to the life sciences Innovation Managers, Innovate Calgary is searching for a motivated self-starter who enjoys working in a busy office atmosphere. As a Technology Commercialization Intern, you will serve as an essential support resource for the life sciences team and provide support to the other business units.

**Key Accountabilities:**

- Support business development and marketing of a portfolio of technologies in the medical and life science field;
- Conduct customer discovery to understand customer needs, perform industry landscape and competitor analysis to understand the competitive advantage of the technology, contribute to the business plan and market strategy;
- Perform market analysis to identify potential licensees, prepare marketing materials to highlight technology features and applications, develop a marketing plan tailored for each technology, establish contacts with potential licensees, and communicate technology features and advantages to interested parties; and
- Responsible for engaging with internal and external partners, setting project priorities and execution plans, performing assigned tasks, and reporting activities and outcomes.

**Personal Characteristics:**

- The ability to work with, prioritize and organize numerous tasks including simultaneous work on multiple assignments or projects;
The strength of personality to seek direction or priority update on projects to ensure that most time-sensitive projects are completed first;

- Business relationship management skills with a commitment to the completion of projects within a team environment;
- Willingness to take on different levels of responsibility and independently carry projects through to completion;
- Ability to maintain company and employee confidentiality at all times.

**Skills/Qualifications:**

- Must be aged between 15 and 30 and legally entitled to work in Canada. International students are not eligible. [Learn more.]
- Degree from an accredited college or university;
- Minimum 1-2 years’ experience in a business office environment with a broad understanding of the terminology, timelines and processes related to the functioning of a business office;
- Proficiency with Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook);
- Very strong organization and exceptional collaboration skills with exceptional attention to detail;
- Excellent interpersonal skills and strong written communication skills;
- Ability to quickly align with shifting priorities, work assignments, and timelines;
- Ability to work independently and in a dynamic team environment;
- Ability to adapt to changing priorities and have a proven record of working within a busy office environment.

Interested applicants are asked to forward their **resume and cover letter** to hr@innovatecalgary.com.

We thank all applicants for their interest, however, only those persons for whom we need further information, or who are being considered for an interview will be contacted.

**Application deadline:** End of the business day, **August 26, 2020**

The Government of Canada funded this job through the Canada Summer Jobs program.