Job Description

Position Title:	**Innovation Studio Director (Part-Time)**		
Business Unit:	Business Administration	**Status:**	Part-Time
Reporting to:	Chair, Department of Business Administration / Vice President for Academic Administration	**Compensation:**	$30-$40 per hour (maximum of 20hrs. per week)

Background:	University Overview Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service. University Vision Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service. University Mission The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."
Position:	Southwestern Adventist University seeks a dynamic and entrepreneurial leader to serve as the part-time Innovation Studio Director. The Innovation Studio serves as a hands-on learning environment where students develop technical certifications, entrepreneurial competencies, and startup ventures through experiential learning. The Director will oversee daily studio operations, coordinate certification programs, facilitate entrepreneurship workshops, mentor student ventures, maintain equipment and safety protocols, and cultivate a culture of innovation that supports student creativity, problem-solving, and business development. This position is central to SWAU's vision of preparing students to become innovators, entrepreneurs, and business leaders equipped to contribute meaningfully to Texas' growing economy and global marketplace.
Responsibilities:	***Innovation Studio Leadership*** ➢ Provide strategic leadership for the Innovation Studio and its growth as a campus-wide innovation and entrepreneurship hub. ➢ Develop annual goals, programming, and operational plans aligned with departmental and university priorities.

- Coordinate access, scheduling, and utilization of Innovation Studio resources and equipment.

Certification Program Management

- Implement, and manage certification pathways for Innovation Studio technologies.
- Coordinate and deliver training modules for approved Innovation Studio equipment including:
  - Heat Press Systems
  - Hat Press Systems
  - HP Latex Printing Systems
  - Embroidery Machines
  - Additional equipment as added to the Studio
- Assess student proficiency and authorize independent equipment use upon successful completion of certification requirements.
- Maintain certification records, safety documentation, and student training logs.

Student Entrepreneurship Development

- Design and facilitate entrepreneurship workshops and seminars.
- Mentor student-led business ventures from concept to execution.
- Support student participation in business plan competitions, pitch events, and innovation challenges.

Equipment, Safety, and Operations

- Ensure proper operation, maintenance, and care of Innovation Studio equipment.
- Develop and enforce safety protocols and operating procedures.
- Coordinate equipment repairs, upgrades, and inventory management.
- Maintain records of equipment usage and operational performance.
- Manage supplies and consumables associated with Innovation Studio operations.

Academic and Campus Collaboration

- Collaborate with faculty to integrate Innovation Studio experiences into coursework.
- Promote interdisciplinary projects involving business, technology, engineering, art, communication, and other academic disciplines.
- Assist with student recruitment, retention, and engagement initiatives connected to the Innovation Studio.

Assessment and Reporting

- Track participation, certifications earned, businesses launched, and student outcomes.
- Prepare annual reports documenting program impact and performance metrics.
- Collect and maintain student success stories and program assessment data.

Primary Requirement:	Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
Knowledge, Skills & Abilities:	**Minimum Qualifications** ➢ Demonstrated entrepreneurial experience, small business ownership, startup involvement, or innovation leadership experience. ➢ Experience teaching, training, mentoring, or coaching students or professionals. ➢ Strong organizational, communication, and project management skills. ➢ Ability to work independently and manage multiple projects simultaneously. **Preferred Qualifications** ➢ Experience operating or managing makerspaces, innovation labs, fabrication studios, or business incubators. ➢ Experience with embroidery equipment, printing technologies, heat press systems, or related production equipment. ➢ Experience with startup development, venture creation, or small business consulting. ➢ Experience securing grants, sponsorships, or external partnerships. **Expected Outcomes** The Innovation Studio Director will contribute to: ➢ Increased student participation in experiential learning opportunities. ➢ Successful completion of Innovation Studio certifications. ➢ Growth in student-led business ventures and LLC formation. **Expected Outcomes** The Innovation Studio Director will contribute to: ➢ Increased student participation in experiential learning opportunities. ➢ Successful completion of Innovation Studio certifications. ➢ Growth in student-led business ventures and LLC formation.
Work Conditions & Environment:	**Environment:** **Time Commitment** This position is expected to require approximately 20 hours per week, including: ➢ Student training and certification activities ➢ Entrepreneurship workshops and mentoring ➢ Equipment oversight and maintenance ➢ Program administration and reporting ➢ Occasional evening or weekend events

	Physical Requirements: Must be able to lift and carry up to 20 lbs. and perform physical tasks such as sitting, walking, typing, and standing for extended periods. *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.