

## **Business Associate: Operations**

### **Position Scope:**

We are seeking an enthusiastic, creative, and dependable sales & marketing intern to join our growing Incubation centre. In this position, you will work independently for lead generation, Tele-calling, email campaign and collaborate with our teams in each stage of marketing campaigns. Your work will include developing, growing, and expanding our marketing channels through social media outreach, blogging, and strategic planning.

### **Roles and Responsibilities**

- You will be encouraged to experiment actively and develop an innovation that adds value to Startups
- Write grant proposals
- Screen startups and assist selection committee
- Manage the operation of resource centres such as computer labs, Tool, etc
- Work with the Leadership team to establish effective systems and processes that ensure consistently effective output
- Oversee the creation and implementation of innovative communication campaigns in support of Events, training and expos
- Maintain major equipment & coordinate maintenance staff or outside maintenance contractors
- Manage and troubleshoot computer systems & Maintain a Web site
- Identification of Incubation Management tools and implementation
- Technical Training and support for startups – IoT, AI, BlockChain, AR/VR etc
- Manage interns/assign projects
- Support startup on Patent filing

### **Eligibility Criteria**

A highly motivated individual looking to work for benefitting the semi-urban/rural livelihoods.

Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations and angel investors.

Written and verbal communication skills.

Prior experience at an investment firm or incubator is preferred.

### **Qualification**

- B.Tech/BE/M.Tech Degree holders.
- Prior experience in Communication, Content creation, and/or Marketing at college-level.
- Experience in a business incubator / Investment firm / a start-up advisory or any kind of entrepreneurial experience would be preferred (at student-level).
- The above-mentioned positions will be purely on contractual basis for 12 months.
- Remunerations – Rs. 18,000/- per month (consolidated) (all inclusive)

How to Apply : Interested candidates should send their updated resume along with the self-attested copies of necessary testimonials in support of the evidence of educational qualifications, and experience

in one pdf file along with your latest CV through e-mail to [communitymanager-aic@iiitkottayam.ac.in](mailto:communitymanager-aic@iiitkottayam.ac.in) and cc to [incubate@iiitkottayam.ac.in](mailto:incubate@iiitkottayam.ac.in)

Last date to apply: 17 April 2021. Due to the high volume of applications, only shortlisted applicants will receive a response from AIC- IIITKottayam Foundation. All right reserved with AIC- IIITKottayam Foundation

**Company profile:**

AIC IIITKottayam Foundation (<http://icentre.iiitkottayam.ac.in/>), is a non-profit Sec.8 company. It is sanctioned under the Atal Innovation Mission scheme of Govt. of India. The centre will address the existing problems of entrepreneurs by providing them with sufficient input in terms of knowledge, guidance, mentoring, training, and demonstrations.

Mere fulfillment of the criteria doesn't entitle a candidate to be called for the Interview / further selection process. AIC IIITKottayam reserves the right to shortlist the candidates to reasonable limit based on the criteria higher than what is advertised.

(" AIC IIIT KOTTAYAM foundation reserves the right to cancel or not to select any individuals against this advertisement without assigning any reasons ")