

Business Associate: Operations

Position Scope:

We are seeking an enthusiastic, creative, and dependable Operations Associate 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 start-ups
- Write grant proposals
- Screen start-ups 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 & maintaining website
- Identification of Incubation Management tools and implementation
- Technical Training and support for start-ups – IoT, AI, BlockChain, AR/VR etc.
- Manage interns/assign projects
- Support start-ups in 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.

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)
- Experience in Programming languages like C++, Python, Golang and/or Embedded Systems, Arduino/Pi will be an added advantage
- 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 and cc to incubate@iiitkottayam.ac.in

CV's may be send anytime on or before 31 March 2022 and interview conducted as and when vacancy arrives.

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 fulfilment 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-IIITKOTTAYAM foundation reserves the right to cancel or not to select any individuals against this advertisement without assigning any reasons ")