



AUD Centre for Incubation
Innovation and Entrepreneurship

A not-for-profit company

Call for Applications for the Post of **“Programs & Outreach Executive”**

AUD Centre for Incubation, Innovation and Entrepreneurship’ (ACIIE) has been set-up at Ambedkar University Delhi (AUD) as a not-for-profit section 8 company within the larger vision of the University. The Centre’s endeavor is to create an ecosystem of innovation and entrepreneurial ecosystem.

Position	Programs & Outreach Executive
Emoluments	Rs. 30,000/- per month.
Experience and Qualification	<ul style="list-style-type: none">• Graduate with 1st class from a recognized university• Two year of work experience in the startup ecosystem or in the startup company• Experience in managing events, conducting programs, coordination with various stakeholders or into business development, sales and marketing of a startup company• Understanding of the startup ecosystem
Job Location	Ambedkar University Delhi
Position Type	Contractual
Application Link	https://forms.gle/G4qGPdggckUedNCH8
For Query	sudhakar.aic@aud.ac.in
Last date	22 nd September, 2021

Summary: Responsible for planning, development and implementation startup/ entrepreneurship related programs/workshops.

Roles and Responsibilities:

- Creating a pipeline of good startups for incubation programs via conducting various outreach activities and events
- Organizing mentorship programs and other sessions for startups
- Creating a calendar of events which includes mentor sessions, outreach events, roadshows, workshops, boot camps, investor sessions, hackathons, maker events etc
- Attending ecosystem events and conferences to build a strong network of startups, investors, mentors etc
- Helping the stakeholders and guests with the facility tours and startup interactions
- Helping the operations and account team with vendor management and vendor communications
- Local Mobility and travel is required.
- Any other assigned tasks by the superiors

Key Skills and Abilities:

- Ability to own and manage the events from conception to end
- Good articulation and networking skills
- Ability to manage multiple tasks in hand
- Ability to work under tight deadlines
- Very good oral and written communication skills.
- Good knowledge of Excel, MS Word, and other programs.