



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

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| About BITS, Pilani | Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai. |
| Industry | Higher Education |
| Job Type | Regular |
| Post/Job Title | Assistant Manager - Incubation & Entrepreneurship |
| Reporting to | CEO, Incubation & Entrepreneurship |
| Will also work very close with | Heads/Program Manager of TBI, Dean/Associate Deans R&I, Tech Transfer Officer, Faculty Lead of New Venture Creation Course / Entrepreneurship Course, Head – IIC, Student Cells (CEL) |
| No of positions | Two |
| Job Location | One at Pilani & One at Gurugram |
| Principal Responsibilities | <ul style="list-style-type: none">• Help streamline the incubation and entrepreneurship activities at BITS Pilani for students, faculty, PhD Scholars by building integrated pathways and frameworks.• Work with various offices to design and implement programs fueling innovation and entrepreneurship• Bring best practices from other institutions and organizations to enhance existing innovation frameworks• Conduct analysis of various programs and collect feedback on programs.• Carry out various studies related to performance improvements of incubation program• Design institute level training, workshops, and event calendar for incubation and entrepreneurship.• Consolidate the incubation partner and vendor ecosystem at the institute level• Support creation of the Unified branding of Incubation and Entrepreneurship• Work with BITS incubators to create annual plans and targets.• Set up periodic review of all Technology Business Incubators at BITS Pilani, including annual plan progress, compliances etc.• Lead periodic institute level BITS Pilani Innovation Committee meetings• Implement a robust documentation and information systems.• Any other task as assigned by CEO, Incubation and Entrepreneurship |
| Qualification and Experience | <ul style="list-style-type: none">• Postgraduate with 5 years of relevant experience or Graduate with 15 years of relevant experience• Experience of program management in higher education / incubation set up is preferred.• Experience of working in a multi-stakeholder environment• Age should be less than 40 years as on 1st Jul 2024. |
| Other Skill and Ability Requirements | <ul style="list-style-type: none">• Ability to work with minimum / abstract information.• Independent and Self Starter Attitude.• Strong & Demonstrated Excel, PowerPoint and Word Skills |
| Remuneration | Suitable candidate will be placed in Level 9 with a minimum basic pay of Rs. 53,100/- per month plus DA and other benefits as per Institute Norms |