

## IIIT-B Innovation Center Invites Applications For The Post Of Assistant Program Manager

Last date for receipt of applications is June 15, 2025. Details are as follows: -

<b>Job Brief</b>	<p>The Assistant Program Manager is responsible for execution of the end to end cycle of incubation program. Incubation program is a medium/long duration (roughly two years) for each cohort of start-ups offering deep value for the participants including seed capital, access to tools for realizing the innovative product/service, mentoring support in the areas of business, technology &amp; domain, knowledge elements on various aspects of running a start-up successfully and also affordable co-working space. The Assistant Program Manager is responsible for the execution of the selection process, on boarding the selected start-ups, coordinating due diligence &amp; seed funding, ensuring execution of the incubation program with great value to the start-ups on the identified program benefits.</p>
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Supporting programme management which includes planning, implementation and evaluation</li><li>• On boarding the selected start-ups</li><li>• Coordinating due diligence &amp; seed funding</li><li>• Coordinating with various stake holders both internal and external for successful implementation of the incubation program.</li><li>• Plan and execute activities for student innovation and entrepreneurship to fulfil Institute Innovation Council Requirements</li><li>• Identify and engage startups, innovators, incubators, Government organizations, Accelerators, colleges/universities etc</li><li>• Organize and host networking events, workshops and seminars to facilitate connections within the community</li><li>• Liaison between startups and mentors / industry experts</li><li>• Plan and execute events, including pitch sessions and demo days</li><li>• Legal agreement signing and periodic milestone review</li><li>• Organizing demo day with potential investors</li></ul>

<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>• Any Graduate</li> <li>• Excellent communication skills &amp; positive attitude</li> <li>• Self-starter who can assume responsibility and execute flawlessly</li> <li>• Team Player with possibility thinking</li> </ul>
<b>Experience and skills required</b>	<ul style="list-style-type: none"> <li>• One to Three years of working in a start-up incubator/accelerator or equivalent environment</li> <li>• Any prior experience of handling government funded programs will be an added advantage</li> </ul>
<b>Joining</b>	Immediate
<b>Last date for applications</b>	<p>Interested candidates are requested to fill in the form below along with a detailed latest by June 15, 2025</p> <p><a href="https://forms.gle/2JDSShRf5BmYamC38">https://forms.gle/2JDSShRf5BmYamC38</a></p> <p>Kindly contact HR – <a href="mailto:hr@iiitb.ac.in">hr@iiitb.ac.in</a> in case you face an issue in filling the form</p>