

## **Job Description**

**Job Title** : **Manager – Venture Lab** **Job Location** : Patiala

**Position Reports To** : Deputy Director through Chief Coordinator STEP

### **Main Purpose**

- The position is responsible to manage the startups and incubates at STEP- TIET and support in rapid expansion of the culture of innovation and entrepreneurship amongst all students, faculty and staff. It will further energize and advance creativity and diverse ideas, research discoveries, and dreams for creating new, or transformative commercial and social ventures. To support Chief coordinator STEP for creating an eco-system for startups, enhancing the networking with other Business incubators.

### **Relationships**

- **Reports To:** Chief Coordinator STEP – TIET Patiala
- **Internal Relationships:** Students, Teaching Staff, Non-Teaching Staff
- **External Relationships:** Alumni, Corporates, Technology Business Incubators (TBIs), Financial Institutions, Government bodies, Research Institutes/Universities etc.

### **Specific Accountability & Job Responsibility**

- Responsible for mapping the ecosystem for STEP-TIET and Venture Lab to manage the grant under TIDE 2.0 scheme of MeitY (Ministry of Electronics and IT, Govt.)
  - To produce / update corresponding details on data bank for list of Investors, Social Enterprises, Support Organizations, and various Government Schemes etc.
  - Establish, maintain and oversee a team to support the smooth functioning of STEP and Venture Lab including their performance evaluation, training and motivation, and direct participation.
  - Plan for 5 - year goals / milestone, for STEP and Venture Lab, in terms of number of partners on board, workshops to be conducted, start-ups supported, white-papers presented, publications made, investments done, funding raised etc.
  - Plan, schedule and execute various in-house events, presentations and competitions that aim to excite and encourage students to nucleate entrepreneurial spirit.
  - Schedule and coordinate entrepreneurship-oriented education, guest lectures and networking programmes.
  - Identify and select budding entrepreneurs with business start-up ideas from within and outside Thapar Institute for Venture Lab.
  - Work closely with the students with entrepreneurial mindset to ensure that the culture of innovation and entrepreneurship is spread throughout the Thapar Institute.
  - Prepare, nurture and stimulate innovative ideas and concepts brought into Venture Lab and STEP to a scalable and commercially potential stage to be able to attract capital investment.
  - Work closely with the faculty to identify as well as promote research intensive opportunities to enhance research trajectory within the Institute.
  - Coordinate reviews for Venture Lab admission and exit criteria with appropriate program committees.
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- Develop and implement a rolling calendar of initiatives & events to promote the STEP and Venture Lab both internally and externally.
- Provide state-of-the-art start-up programs to all Venture Lab students to reduce risk of failure, and resources to help build start-ups and relevant experience and skills.
- Forge strong links with various corporate organizations and alumni network to provide domain specific mentorship for students.
- Liaison with various Corporates, Research Institutions, Financial Institutions, Angel Investors, Universities, Government bodies (like DST, NABARD, MSME) etc. for seed funding.
- Launch & coordinate for marketing & communication initiatives relevant to STEP and Venture Lab.
- Oversee creation and production of printed promotional materials (brochures, posters, flyers, etc.) for use at conferences and events. Ensure that consistency is maintained in all messaging and designs, which in turn are aligned with the STEP -TIET as well as with Venture Lab's goals and objectives.
- Responsible for getting entrepreneurial / research opportunities, on and off campus, for students / faculty using a variety of web-based options and social media.
- Responsible for gathering relevant information for any grant reporting and preparing and submitting grant reports where required.
- Create, implement and maintain procedures and general management of existing and planned student-focused and related lab facilities.
- Oversee facility management for Venture Lab ensuring faults and issues, if any, are logged with respective facilities team and the appropriate stakeholder, and that they are promptly addressed or escalated.
- Undertake other duties of a similar nature from time to time as may reasonably be required by reporting manager.

## Knowledge, Skills & Experience

### Qualifications

- BE / MBA (any discipline)

### Experience

- Entrepreneurial Planning, Business Start-ups, Mentorship
- Liasoning, Marketing Strategies, Event management

### Personal Attributes

- Excellent communication skills - both written and verbal. Presentation skills
- Excellent inter-personal & networking skills
- Planning & organizing skills
- Financial /Business Acumen
- Creativity & Innovation

### Compensation:

- Compensation will not be a constraining factor and will be the best in the sector.
  - Interested candidates can send their CVs by email ([amandeep.dhot@thapar.edu](mailto:amandeep.dhot@thapar.edu)) positively by **30<sup>th</sup> Sept 2021**.  
**Kindly mention the position in subject of email while applying.**
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