

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: -

Job Brief	<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 & 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 & seed funding, ensuring execution of the incubation program with great value to the start-ups on the identified program benefits.</p>
Job Description	<ul style="list-style-type: none">• Supporting programme management which includes planning, implementation and evaluation• On boarding the selected start-ups• Coordinating due diligence & seed funding• Coordinating with various stake holders both internal and external for successful implementation of the incubation program.• Plan and execute activities for student innovation and entrepreneurship to fulfil Institute Innovation Council Requirements• Identify and engage startups, innovators, incubators, Government organizations, Accelerators, colleges/universities etc• Organize and host networking events, workshops and seminars to facilitate connections within the community• Liaison between startups and mentors / industry experts• Plan and execute events, including pitch sessions and demo days• Legal agreement signing and periodic milestone review• Organizing demo day with potential investors

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