

Section	Description
School/Department Name	Trade Tower
Contact Name	Dr. Daya Shankar
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Phone Number	7002487107
Job Profile Information	
Job Title	Student Coordinator
Department	Trade Tower
Reporting To (Title)	Dr. Daya Shankar
Number of Positions	1
Job Summary	Briefly describe the overall purpose and responsibilities of the position (2-3 sentences).
Key Responsibilities	<ul style="list-style-type: none"> • Act as a liaison between the incubation center and the student community, maintaining regular communication with student clubs and organizations, and gathering and analyzing student feedback to improve the center's offerings. • Organize and coordinate student-focused events, workshops, and activities, as well as assist in the planning and execution of entrepreneurship-related competitions and challenges. • Promote the incubation center's programs and opportunities to students, supporting marketing efforts by creating content tailored to student interests. • Coordinate with faculty and administration to align student activities with the center's goals, assist in onboarding new student participants into the incubation center's programs, and monitor student engagement and participation in incubation center activities.
Qualifications	Outline the required skills and experience for the position.
Education	Bachelor's or Master's degree in Business, Management, Entrepreneurship, or a related field.
Experience	
Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Strong organizational and event planning abilities. • Ability to multitask and manage time effectively. • Good leadership and team collaboration skills. • Creative thinking and problem-solving abilities.
Certifications	
Additional Information	
Preferred Start Date	July 2024
Additional Details	The Student Coordinator is responsible for facilitating communication between the student body and the incubation center, organizing student-related activities and events, and ensuring student engagement with the center's programs. This role involves supporting the incubation center's mission by promoting entrepreneurship among students and assisting in the execution of various initiatives.