

Section	Description
School/Department Name	Trade Tower
Contact Name	Dr. Daya Shankar
Email Address	tt@woxsen.edu.in
Phone Number	7002487107
Job Profile Information	
Job Title	<b>Incubation Associate Intern</b>
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"> <li>• Assist in organizing and coordinating events and programs.</li> <li>• Maintain records and documentation related to the incubation process.</li> <li>• Provide administrative support to the officials.</li> <li>• Help startups with basic administrative tasks.</li> <li>• Coordinate communication between startups, mentors, and investors.</li> <li>• Assist in the development and implementation of incubation activities.</li> </ul>
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"> <li>• Strong organizational and multitasking abilities.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Proficiency in MS Office (Word, Excel, PowerPoint).</li> <li>• Ability to work independently and as part of a team.</li> <li>• Attention to detail and problem-solving skills.</li> </ul>
Certifications	
Additional Information	The Incubation Associate Intern supports the daily operations of the incubation centre, assisting the manager in organizing events and maintaining records. This role involves administrative tasks and direct interaction with startups, providing hands-on experience in a dynamic entrepreneurial environment.
Preferred Start Date	July 2024
Additional Details	