



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## JOB DESCRIPTION

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, Pilani</b> has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under <b>Section 3</b> of the <b>UGC Act 1956</b> and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
<b>Industry</b>	Higher Education
<b>Job Type</b>	Regular
<b>Post/Job Title</b>	<b>Assistant Manager - Incubation &amp; Entrepreneurship</b>
<b>Reporting to</b>	<b>CEO, Incubation &amp; Entrepreneurship</b>
<b>Will also work very close with</b>	Heads/Program Manager of TBI, Dean/Associate Deans R&I, Tech Transfer Officer, Faculty Lead of New Venture Creation Course / Entrepreneurship Course, Head – IIC, Student Cells (CEL)
<b>No of positions</b>	<b>Two</b>
<b>Job Location</b>	<b>One at Pilani &amp; One at Gurugram</b>
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"><li>• Help streamline the incubation and entrepreneurship activities at BITS Pilani for students, faculty, PhD Scholars by building integrated pathways and frameworks.</li><li>• Work with various offices to design and implement programs fueling innovation and entrepreneurship</li><li>• Bring best practices from other institutions and organizations to enhance existing innovation frameworks</li><li>• Conduct analysis of various programs and collect feedback on programs.</li><li>• Carry out various studies related to performance improvements of incubation program</li><li>• Design institute level training, workshops, and event calendar for incubation and entrepreneurship.</li><li>• Consolidate the incubation partner and vendor ecosystem at the institute level</li><li>• Support creation of the Unified branding of Incubation and Entrepreneurship</li><li>• Work with BITS incubators to create annual plans and targets.</li><li>• Set up periodic review of all Technology Business Incubators at BITS Pilani, including annual plan progress, compliances etc.</li><li>• Lead periodic institute level BITS Pilani Innovation Committee meetings</li><li>• Implement a robust documentation and information systems.</li><li>• Any other task as assigned by CEO, Incubation and Entrepreneurship</li></ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"><li>• Postgraduate with 5 years of relevant experience or Graduate with 15 years of relevant experience</li><li>• Experience of program management in higher education / incubation set up is preferred.</li><li>• Experience of working in a multi-stakeholder environment</li><li>• Age should be less than 40 years as on 1<sup>st</sup> December 2024.</li></ul> <p>" The Director may, however, consider extraordinary circumstances for modifying the age limits. Age limits prescribed for the posts are not applicable for regular employees of the Institute."</p>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Ability to work with minimum / abstract information.</li><li>• Independent and Self Starter Attitude.</li><li>• Strong &amp; Demonstrated Excel, PowerPoint and Word Skills</li></ul>
<b>Remuneration</b>	Suitable candidate will be placed in Level 9 with a minimum basic pay of Rs. 53,100/- per month plus DA and other benefits as per Institute Norms