

**JOB DESCRIPTION – MANAGER – Mentoring and Student Events**

<b>About PIEDS</b>	<b>Pilani Innovation and Entrepreneurship Development Society (PIEDS)</b> was established in 2013, under “The Rajasthan Societies Registration Act, 1958” with an objective to promote entrepreneurship through incubation, business support, seed fund support, mentoring to technology-based startups addressing business and societal problems.
<b>Post/Job Title</b>	<b>Manager – Mentoring and Student Events</b>
<b>Reporting to</b>	Head, PIEDS
<b>Job Location</b>	<b>Pilani</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage the overall startup mentoring program including, <ul style="list-style-type: none"> <li>○ Growing mentors pool</li> <li>○ Assisting in matching and organizing mentor-mentee interactions</li> <li>○ Collecting Feedback and initiating learning loops</li> <li>○ Manage the online PIEDS Mentoring Platform</li> <li>○ Maintain database of mentors, mentor-mentee interaction</li> </ul> </li> <li>• Expand and manage the partnerships ecosystem of PIEDS including, <ul style="list-style-type: none"> <li>○ Corporate Organizations</li> <li>○ Incubators</li> <li>○ Local HEIs</li> <li>○ Early-Stage Venture Capital Organizations</li> <li>○ Service Providers</li> <li>○ BITS and PIEDS Alumni</li> </ul> </li> <li>• Provide counseling to students and faculty interested in incubation</li> <li>• Conduct informational session in the incubator and campus</li> <li>• Manage the reporting and outreach aspects related to the responsibilities</li> <li>• Assisting startups to connect with good interns and cofounders</li> <li>• Work with student clubs for events with in the campus.</li> <li>• Any other task assigned by Head, PIEDS</li> </ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"> <li>• B. Tech/B.E. with 4 years or MBA with 3 years of relevant experience in the startupecosystem or in an incubator</li> <li>• Strong collaboration, communication and influence skills.</li> <li>• Service or counseling orientation, with an attitude to help startups become successful</li> </ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Working with technology platforms</li> <li>• Documentation and presentation skills</li> <li>• Ability to work independently with a self-driven attitude</li> </ul>
<b>Remuneration</b>	Competitive compensation, as per educational institution incubation set up standard