

POSITION DESCRIPTION

Position title: INCUBATE Entrepreneur Coordinator

Department: Innovations Programs

Reporting to: INCUBATE Community & Events Manager

Supervises: Nil

Employment type: Part-Time Fixed-Term Contract

Classification: Level 2
The University of Sydney Union Industrial Agreement 2001

Conditions: Approx. 10 hours per week during semester;
May include some weekends and nights as dictated by business requirements

Purpose

The INCUBATE Entrepreneur Coordinator is a student leadership role whose principle responsibility is to assist the operations of the INCUBATE Team. The USU appointed INCUBATE Entrepreneur Coordinator will report to the INCUBATE Community & Events Manager and ultimately the Head of Department.

The role offers valuable benefits to entrepreneurially minded students interested in the program operations aspect of supporting student entrepreneurs and wider startup community. It provides leadership opportunities, work and communications experience, opportunities to organise and attend workshop sessions, meet program mentors and supporters, and build event management experience.

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Administration & Program Support	<ul style="list-style-type: none"> Coordinate reminders to attendees and facilitators Coordinate stationery/supplies orders as needed Assist in the upkeep of the space 	<ul style="list-style-type: none"> Deliver reminders accurately and efficiently Order supplies every three weeks with discretion when out of schedule, all within budget Help keep the office environment organised and tidy
Customer Service	<ul style="list-style-type: none"> Proactively greeting guests in the space Proactively handle enquiries both written (i.e. email, Facebook) and face-to-face 	<ul style="list-style-type: none"> Customer service delivered in an accurate, professional and efficient manner Positive feedback (80%+) from participants

Events	<p>Assist with organisation and setup of events on and off campus</p> <p>Assist with meetups with the potential to run independently</p> <p>Monitor attendance and assist guests</p> <p>Coordinate volunteers</p> <p>Represent INCUBATE in engagement events (e.g. career fairs, OWeek)</p>	<p>Communicates with Event Manager for executables and follows directions</p> <p>Knowledgeable about event details as briefed</p> <p>Takes initiative in ensuring event is run smoothly</p>
Ad Hoc Support	<p>General assistance to the INCUBATE team as needed</p>	<p>Follow instructions accordingly</p>
Work Health & Safety (WHS)	<p>Conduct all work in a safe manner</p> <p>Comply with all WHS policies, procedures and instructions</p> <p>Report all incidents and hazards immediately to Supervisor and People and Culture Department</p> <p>Use and maintain safety devices and personal protective equipment correctly</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p>
Demonstrate commitment to the department and USU as a whole	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Supervisor</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>

Desirable Criteria

- Excellent written and verbal communication skills
- Computer proficiency
- Demonstrated knowledge of Office 365 and Google Suites (e.g. Doc, Sheets, Calendar, Drive)
- Proven ability to properly learn the use of new tools and / or software
- General understanding of USU and the University of Sydney
- Ability to commit a minimum of six months

Desirable Criteria

- Currently enrolled at the University of Sydney
- Knowledge about startups and startup sector
- Event management experience
- Experience in student leadership (e.g. clubs, debates, volunteering)
- Involvement in entrepreneurship
- RSA qualification
- Experience in managing content list
- Experience managing industry towards university initiatives
- Knowledge in the following platforms or similar: Mailchimp, Trello, Slack, Eventbrite, Buffer)

Physical Requirements

Required frequently: sitting, standing, walking, lifting above shoulder height, lifting up to 10 kilograms

Compiled by: INCUBATE Community & Events Manager Date: May 2018

Authorised by: People & Culture Date: May 2018

Current Employee Signature: _____ Date: _____