



**Applications are invited for the following positions at Gujarat University Startup and Entrepreneurship Council:**

1. Head of Operations
2. Operations Associate

**Interested applicants** should apply via email. Please mention the position you're applying for, include a descriptive cover letter highlighting why you're well suited for the position, and attach a copy of your latest CV. Please email your applications to [coordinator@gusec.org](mailto:coordinator@gusec.org) before **11:59 pm on October 25, 2016**. The eligibility criteria and job description of each of the above roles is described under.

### **1) Eligibility criteria for the role of Head of Operations**

- Applicants must have at least 2 years of middle- or top-managerial experience in the field of marketing and/or communications and/or non-profit organisation development
- Applicants must have a clear understanding of local, national & global startup ecosystems
- Applicants must possess strong communications, interpersonal and social skills in order to forge, build and maintain relationships with significant individuals across startup ecosystems as well as maintain relations of GUSEC with other significant organisations and institutions
- Applicants must also possess a strong command on English language with vocational competency
- Experience in the field of entrepreneurship development and startup support is a plus
- A Bachelors' degree is required

**Job description for Head of Operations:** The Head of Operations will be responsible for micro-managing all operations of Gujarat University Startup and Entrepreneurship Council (GUSEC), the scope of which includes, but isn't limited to, incubation management, IPR support, sensitisation, expanding GUSEC operations at university's affiliated institutes, and forging relations with external stakeholders. The Head of Operations shall lead the day-to-day operations of the council and report directly to the CEO of GUSEC.

**Salary for the position of Heads of Operations:** Rs. 30,000 per month, fixed and consolidated

### **2) Eligibility criteria for the role of Operations Associate**

- Applicants must have at least 1 year of experience in research / non-profit industry verticals
- Applicants must possess strong communications, interpersonal and social skills
- Applicants must have a clear understanding of local, national & global startup ecosystems
- Experience in the field of entrepreneurship development and startup support is a plus
- A Bachelors' degree is required

**Job description for Operations Associate:** The Operations Associate will be responsible for micro-managing particular assignments and initiatives undertaken by GUSEC, and assist the GUSEC office bearers and staff for effective functioning of day-to-day operations.

**Salary for the post of Operations Associate:** Rs. 18,000 per month, fixed and consolidated

**Note:** All the above positions are on contractual ad-hoc basis subject to necessary approvals from Gujarat University. All selected candidates will have to obey the rules and regulations of GUSEC and GU.