



# IIT Ropar

## Technology Business Incubator Foundation

(A Section 8 Non-Profit Entity of IIT Ropar)

Top Floor (East Wing), M. Visvesvaraya Block

Indian Institute of Technology Ropar, Rupnagar - 140001 (Punjab) India

E- mail: [tbiooffice@iitrpr.ac.in](mailto:tbiooffice@iitrpr.ac.in)

Phone: 01881-235215 (COO), 235216 (Office), 235217 (Faculty-in-Charge)



### **Advertisement for the position of a Start-up Liaison Officer**

**13<sup>th</sup> Sept 2023**

**IIT Ropar - Technology Business Incubator Foundation** is looking for a dynamic and tech-savvy Start-up Liaison Officer to identify, liaise with, and engage technology/hardware/manufacturing start-ups across the region and country. The candidate will also assist with, and coordinate, start-up related operational activities at the organization.

#### **Preferred attributes:**

- Articulate communicator with good grasp of English and Hindi, at the least.
- Passionate about technology/hardware/manufacturing.
- Professional exposure to one or more technical/engineering/scientific domains.
- Excellent negotiating skills.
- Basic grasp of business incubators and business accelerator systems.
- General knowledge of a tech start-up's challenges and operational requirements.
- Good writing, presentation and marketing skills.
- Experience with writing funding applications is desirable.

#### **Job Description:**

- Research of evolving start-up landscape.
- Start-up and stakeholder liaisoning and engagement.
- Start-up onboarding, facilitation and support across ideation, acceleration, investment, and scale-up stages.
- Executing regular engagement with startups, including workshops, group sessions, mentor meetings, meetups, etc.
- Monitoring the health of the portfolio and preparing regular reports and updates for key stakeholders, highlighting the progress and achievements of start-ups.
- Provide ongoing support to startups, helping them define their business strategies, refine their value propositions, and develop sustainable business models.
- Designing and implementing outreach efforts/events, managing digital media presence.
- Facilitating connections and creating opportunities for collaboration.
- Knowledge of the IT domain and networking of computers.
- Handling any other special projects/initiatives from time to time.

**Remuneration and contract period:** To be determined based on qualifications and performance, respectively.

**Max age limit:** <33 yrs, preferred

**Experience requirement:** 3-5 years of relevant work experience (not limited to accelerators, startup ecosystem associations/groups/investor networks, etc.). Candidates with lesser experience may be considered if found exceptional.

**Location:** IIT Ropar Main Campus, Rupnagar, Punjab (140001)

**Application process:** Send a 2-pages CV to [tbiooffice@iitrpr.ac.in](mailto:tbiooffice@iitrpr.ac.in). An online and in-person interaction will be conducted if candidate's CV is selected for further evaluation.

**Last Date for submitting CV: 1<sup>st</sup> Oct, 2023.**