

## ROLE DESCRIPTION

**Role Title:** 2016 INCUBATE Program Coordinator

**Reporting to:** INCUBATE Program Manager

### 1. General

INCUBATE is the USU award winning startup accelerator and entrepreneur program that creates an environment in which entrepreneurially minded students, researchers and alumni can learn, receive mentorship, receive small amounts of seed funding, and, potentially, go on to launch a business.

The INCUBATE Program Coordinator is a student leadership role whose principle responsibility is to assist the INCUBATE Program Manager with the ongoing operation of the program. The position will cover a range of activities, including assisting the INCUBATE program manage events, startup mentoring sessions and the program's marketing and online presence.

Incubate aims to support entrepreneurs on campus. The program consists of two major activities:

1. Workshops and Events - series of events held during the year to build an entrepreneurial community and knowledge transfer.
2. The Incubate Accelerator Program – 3 month support program for talented startup founders. We accept up to eight startup teams in each round and provide seed funding, mentorship, office space, practical education and other resources during the Incubate cycle.

The program cycle is capped off with a Demo Day Event where the startups present their ventures to media and investors.

The USU appointed Incubate Program Coordinator will report to the INCUBATE Program Manager and ultimately the Programs Project Manager.

The role offers valuable benefits to entrepreneurially minded students. It provides leadership opportunities, work and communications experience, opportunities to organise and attend workshop sessions, meet Incubate program mentors and supporters, and build event management experience.

### 2. Timeline

The successful applicants will ideally be appointed to commence in May 2016 and will continue in the role until November 2016. Successful applicants will be required to work up to 10 hours per week, including attendance at any Incubate events. A work schedule will be developed with the Incubate Program Manager.

Approximately two months into the role, there will be a discussion focused on the possibility of expanding into another 6 months to ideally develop and coordinate the Winter Incubate Cycle.

The commitment of time and energy should not be underestimated. Actual hours of work will vary, but applicants **should expect to work during winter vacations.**

***It is expected that no holidays will be planned to coincide with the appointment period. Any potential holidays or exchange programs should be discussed with the INCUBATE Program Manager before you commit to them***

### 3. Specific Responsibilities and Key performance Indicators (KPIs)

The Incubate Program Coordinator is required to assist with the following:

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Program Delivery	Management of logistical arrangements for seminars and participants' meetings	Adhere to established program under the guidance of the Program Manager
	Assist with organisation and delivery of ideas presentation / pitches event	Adhere to established program under the guidance of the Program Manager
	Monitor, support, motivate and encourage participants and their work. Overall positive approach to the Incubate Program.	Positive feedback (80%+) from participants  Professional approach to all interactions with participants, mentors, industry professionals, USU and University stakeholders.
Stakeholder Communication	Assist with maintaining Incubate database and mailing lists	Database maintained and up to date
	Supporting partnerships with internal and external stakeholders	Positive feedback (80+%) from all stakeholder groups
	Drafting of communication to the Incubate Community such as newsletters and social media updates	Clear communication and concise writing style
Demonstrate commitment to the department and USU as a whole	Demonstrates support of and adherence to the USU Strategic Plan 2014 – 2016	Represents the USU in a positive way
	Shows a willingness to assist others – both within own department and in other areas	Responsive to requests  Willing to assist in times when the area is short staffed
	Forthcoming with ideas	Attends and interacts at meeting
	Interacts well with team	Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements  All interactions are professional, respectful, polite and courteous
Demonstrate commitment to working within USU policy guidelines	<ul style="list-style-type: none"> <li>Conduct all work in a safe manner</li> </ul>	No incidents
	<ul style="list-style-type: none"> <li>Comply with all WHS policies, procedures and instructions</li> </ul>	No incidents
	<ul style="list-style-type: none"> <li>Report all incidents and hazards immediately to Supervisor and Human Resources Department</li> <li>Use and maintain safety devices and personal protective equipment correctly</li> </ul>	All incidents reported immediately

## 4. Selection Criteria

### ***Essential Availability Criteria***

- Current University of Sydney Student
- University of Sydney Union Membership (current Access Card holder) for the duration of your tenure in this role.
- Able to commit to at least 10 hours per week worked in the USU office to coordinate the Winter Cycle Incubate Program (from May 2016 onwards).
- Available for an interview of approximately 30 minutes duration **on Friday 6<sup>th</sup> May and/or Friday 13<sup>th</sup> May 2016.**

### ***Essential Competency Criteria***

- Demonstrated interest or experience in startups, entrepreneurship and innovative ideas
- Demonstrated understanding of appropriate behaviours around engaging with key external and internal business stakeholders, potential mentors and industry partners
- Demonstrated knowledge of the USU and its activities.
- Sound organisation, administration and planning skills, with a demonstrated ability to manage complex tasks, challenging projects and competing deadlines concurrently
- Ability to liaise, interact and communicate effectively and easily with a broad range of people, both internal and external to an organisation, in a professional and ethical manner
- Demonstrated ability to think creatively and strategically and to plan ahead
- High level of computer literacy, in particular some experience in the Google Drive and Google Apps suite of online applications
- Excellent communication (written and verbal) and interpersonal skills
- A positive and collaborative approach to team work
- Ability to commit to the time and workload involved
- Ability to develop and adhere to an allocated budget.

### ***Desirable Competency Criteria***

- Experience in management and delivery of events in accordance with a scheduled program
- Experience with editing, sending and creating online newsletters using MailChimp
- Experience with basic photo editing software such as Photoshop
- Experience in social media communications, specifically managing and curating Twitter posts and Facebook pages
- Experience in writing and publishing articles, specifically using Wordpress
- Management of survey tools such as SurveyMonkey
- Management of an shared office space
- Demonstrated knowledge of the University, and its associated bodies.
- Demonstrated participation in the USU and its activities.
- Relevant tertiary qualifications
- Knowledge of WHS issues relevant to work activities and work area
- Knowledge of safe work procedures and WHS training relevant to work activities and work area