

Job Description- Associate- WISE Tech

Position/Title:	Associate	Department: WISE Tech
Reporting Details:	Head- Alliances and Accelerators	
Job Type:	Fixed Contract of 2 Years (extendable based on requirement and performance)	
Job duties:	Role overview: We are looking for a dynamic and motivated Associate to join the WISE Tech team. This role offers a unique opportunity to gain hands-on experience within the startup ecosystem while contributing to the execution of SPJIMR's flagship startup initiatives. The Associate will play a central role in managing Accelerator cohorts, executing Pitchathons, and engaging with the broader startup ecosystem, comprising of founders, mentors, and other ecosystem partners. The ideal candidate will be a proactive and detail-oriented executor with a strong sense of ownership, a keen curiosity to learn, and the ability to thrive in a fast-paced, high-energy environment. This role demands a balance of strategic thinking and operational excellence. <u>The Associate will have below responsibilities:</u> ● Startup evaluations: ○ Evaluate startup applications based on pitch decks and founder interviews ○ Score startups on key parameters such as problem-solution fit, innovation, market potential, scalability, and team strength. ○ Create detailed evaluation reports for each startup, highlighting strengths, gaps, and potential for acceleration. ○ Support the shortlisting process and provide structured input to selection committees for final cohort selection. ● Acceleration programme management: ○ Program Operations: Maintain databases and records of program applicants, founder profiles, mentors, and sessions, track startup progress throughout the accelerator lifecycle, handle day-to-day logistics and provide administrative support once the program begins (e.g., attendance, documentation, session coordination). ○ Mentorship Coordination: Manage mentor-startup matchmaking based on needs and expertise, schedule mentoring calls, collect feedback, maintain mentorship reports, and ensure mentors and startups are well supported and aligned throughout the program. ● Pitchathons and Event Support: ○ Support planning and execution of key events like Pitchathons, Demo Days, founder roundtables, and workshops.	

	○ Liaise with internal and external stakeholders to ensure seamless event delivery. ● Marketing and community engagement: ○ Engage with startup ecosystem players, founders, alumni, and industry partners. ○ Explore and support partnership opportunities to enrich the program. ○ Manage the outreach efforts, social media postings and other marketing collaterals (emailers, social media posts, success stories, etc). ● General operations and coordination: ○ Assist with administrative and logistical tasks related to WISE Tech's broader education and innovation programs. ○ Support internal scheduling, resource management, and cross-functional coordination. ○ Act as a reliable point of contact for startup founders and external guests, addressing queries with professionalism.
Education:	Bachelor's degree in any discipline.
Experience:	Relevant experience of 2 years is highly preferred.
Capabilities required:	● Project and Program Management ● Clear and structured written and verbal communication ● Stakeholder engagement and coordination ● Research, documentation, and reporting ● Event planning and logistics ● Content support: Social media copy, newsletters, basic marketing collaterals ● Problem-solving and adaptability
Technical Skills	● Proficiency with digital tools: Google Sheets/Excel, PowerPoint, Notion, Canva, Zoom