



Student Society  
of UBC Vancouver

## Job Description

Position Title: Incubator Service Developer  
 Department: Student Services  
 Reports to: Student Services Manager  
 Length of Term: August 29<sup>th</sup>, 2016- December 21<sup>st</sup>, 2016  
 Hours per week: 20  
 Salary: \$13.16 per hour  
 Date Revised: 08/05/2016

### Position Overview

The Entrepreneurship Service Coordinator is charged with the development of the newest potential AMS Service. The Service coordinator will act as a resource person and support students throughout the development of their own entrepreneurial aspirations. The Service will enhance entrepreneurial culture on campus and increase professional development opportunities for ambitious entrepreneurial students. The position coordinates the development, evaluation and implementation of program goals, objectives, and activities related to service.

### Duties and Responsibilities

- Creation and development of incubator curriculum in conjunction with e@UBC
- Plans, coordinates, and organizes efforts to recruit students and organizations to promote entrepreneurial culture on campus
- Conduct research and survey UBC students with respect to entrepreneur culture on campus.
- Conduct feasibility report of the program
- Works in conjunction with e@UBC to enhance entrepreneurial culture, as well as the Centre for Student Involvement and Careers to increase professional development opportunities
- Provide resources such as technology, co-working space, and mentorship to ensure appropriate equipment and materials are available for the successful operations related to these efforts
- Conducts research to identify emerging needs, trends, and services related to recruitment and location of students and affiliate members or other assigned areas of responsibility
- Designs and implements outreach materials to ensure public exposure to program offerings
- Connect with existing entrepreneurial clubs and other student organizations on campus to develop service
- Post and attend regular office hours
- Attend weekly Services team meetings
- Attend weekly 1-on-1 meetings with the Student Services Manager
- Other duties as required

### Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Excellent interpersonal and communication skills
- Experience with budgeting, scheduling, and administrative tasks
- Knowledge and interest in entrepreneurial incubation programs
- Strong writing and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and in a team environment