JOB DESCRIPTION

Organization	Delhi Skill & Entrepreneurship University
Position	DIICE Intern
Duty Station	DSEU Incubation & Innovation Centre for Entrepreneurs (Erstwhile BPIBS Knowledge & Innovation Foundation)
Start Date	25th April 2022
Duration	2 months (1 month extension contingent on need & performance)

About DSEU & DIICE

The Delhi Skill and Entrepreneurship University (DSEU) was established in August 2020 by the Government of NCT of Delhi (GNCTD) to equip students with world-class skill education to enable access to aspirational jobs and inculcate an entrepreneurial mind-set. DSEU aims to create a win-win for the youth and the industry by addressing the existing gaps in skill training. The University wishes to change the existing paradigm of skilling, transforming it in a way that makes skill acquisition aspirational. It aims to provide opportunities to everyone interested in up-skilling, and re-skilling.

In addition to this, DSEU has set-up an incubation centre (DSEU Innovation & Incubation Centre for Entrepreneurs - DIICE) to support the entrepreneurial aspirations of its students and other external budding entrepreneurs. The incubator plans to run the following 4 programs currently:

- 'Business Blasters' program: To support top 100-150 teams of grade XI & XII student entrepreneurs selected out of 1000+ teams across govt. schools in Delhi. Each has been funded by a pool of donors/investors during an investment expo. Subsequently, the teams will now be incubated for business development at DSEU.

- 'SME' program: To support ventures which aim to create small to medium businesses on the lines of existing business models, since DSEU runs multiple programs which encourage freelancing/setting up businesses (for e.g., Diploma in Interior Design, Diploma in Fashion Design, B.A. in Aesthetics & Beauty Therapy, etc.)

- 'Growth & Innovation' program: To support ventures working on product or process innovations

- 'Women entrepreneurship' program: To support aspiring women entrepreneurs living in disadvantaged parts of Delhi to set up micro-businesses.

Job description

Given the age and maturity of the business owners of business participating in the 'Business Blasters' ventures need unique handholding support to solve challenges across business model, legal and financial compliances, HR issues - atypical of conventional start-ups. In addition, they also require conventional support such as technical mentorship, recruitment support, and business training.

Hence, the on-boarded interns will support various activities specific to the 'Business Blasters' program. Their responsibilities shall be dependent on the allotted workstreams:

- Investment: Working on facilitating the materialization of 'Letters of Intent' (LoI) received for Investments, Donations, and Establishment of Business Relationship. The intern shall be responsible for
    - Reaching out to individuals who've filled an 'Investment', 'Donation' (venture specific), or 'Business Relationship' LoI, (indicating a preference to invest, donate, or establish a business relationship with the ventures, respectively) and getting them connected with the respective ventures
    - Putting the investor at ease by explaining their role, and the overall process through which student teams will take a decision on the LoI
    - Understanding the intent & pre-conditions of the individual & documenting it accurately
    - Setting expectations regarding a relaxed timeline for investment/business relationship negotiation, given limited availability of students around school/college schedules
    - Facilitating discussions between the student teams & potential investors to ensure decisions are taken keeping in mind the best interests of the student ventures
    - Following up with students and helping them make decisions on which LoIs to accept or further negotiate
    - Facilitating further engagements between investors & ventures in case LoIs are accepted & informing individuals whose LoIs are not accepted
- Mentorship: Working on reaching out to mentors who've filled 'Letters of Intent' (indicating a preference to engage with the program as mentors) & on-boarding them. The intern shall be responsible for:
    - Reaching out to individuals who've filled a Mentorship LoI to get them formally on-boarded to the program & any digital platform being used
    - Clearly understanding & categorizing the areas of expertise & experience of the mentor and documenting it
    - Setting expectations regarding requirement of more hand-holding guidance for the student ventures
    - Running training sessions for newly on-boarded mentors on how to engage with & mentor students most effectively
    - Identifying & mapping tenured mentors with less-experienced mentors for their capability enhancement
    - Setting expectations regarding modalities & timelines for engagement given limited availability of students around school/college schedules
- Compliance: Working on enabling legal & financial compliances for the BB ventures. The interns shall be responsible for:
    - Working with an external agency to enable legal & compliance support for organizations (for e.g.: supporting with compliance requirements by helping them fill forms & perform other formalities)
    - Apprising students of the compliance requirements related to company registrations
    - Helping ventures assess pros & cons of registering their organization
    - Supporting ventures define contracts of business engagements of any kind, to guard student interests

- Student out-reach: Working on identifying, on-boarding, & supporting innovative ventures which were filtered out during selection stages. The interns shall be responsible for:
  - Identifying ventures with technology innovations which were filtered out during the selection process since their ideas had a long-lead time for product development
  - Identifying & assessing the venture's needs across parameters (such as technical mentorship, business model development, prototyping, etc.) & documenting them
  - Assessing value proposition of the incubator to the venture basis identified needs & defining how the incubator can support them
  - On-boarding ventures that can be supported in the incubator
- Program management: Working with ventures to assess their current needs, helping them solve issues related to scalability of their business model. The intern shall be responsible for:
  - Helping allotted ventures define target milestones, and handholding the team for business model development (e.g.: how to increase sourcing to achieve targets)
  - Assessing up-skilling needs across allotted ventures & categorizing common themes
  - Finding & mapping mentors from mentor pool
  - Tracking overall progress of the venture against defined milestones through fortnightly meetings
  - Collecting & tracking feedback from both the mapped mentors & the ventures to ensure progress & effective utilization of mentor expertise
- Content development: Working on curating content for functional expertise (logistics, production)
  - Identifying common themes (from program management interns) for up-skilling requirements across gaps in knowledge specific to functional expertise
  - Curating targeted digital content to address gaps in knowledge
  - Reaching out to mentors/organizations to facilitate sessions on common gaps in business management
- IT enablement: Working on supporting the development of website & the set-up of digital incubation platform
  - Assessing functions across the incubator which are to be handled through digital portal or website (for e.g.: Mentor pool management, online mentorship-mentee connects, on-boarding new mentors, etc.)
  - Translating functional requirements into technical requirements
  - Working with technology vendors to ensure on-time & smooth implementation of the products

Current openings-

- Investment: 5
- Mentorship: 3
- Compliance: 3
- Student out-reach: 2
- Program management: 10
- Content development: 2
- IT enablement: 2

Minimum Requirements –

Education & Relevant Experience	● The candidate should be a graduate from 2-year flagship MBA/PGP program from any of the following institutions: ○ Indian Institute of Management Ahmedabad ○ Indian Institute of Management Bangalore ○ Indian Institute of Management Calcutta ○ Indian Institute of Management Lucknow ○ Indian Institute of Management Kozhikode ○ Indian Institute of Management Indore ○ Indian Institute of Management Shillong ○ Indian Institute of Management Rohtak ○ Indian Institute of Management Ranchi ○ Indian Institute of Management Raipur ○ Indian Institute of Management Trichy ○ Indian Institute of Management Kashipur ○ Indian Institute of Management Udaipur ○ Indian Institute of Management Nagpur ○ Indian Institute of Management Visakhapatnam ○ Indian Institute of Management BodhGaya ○ Indian Institute of Management Amritsar ○ Indian Institute of Management Sambalpur ○ Indian Institute of Management Sirmaur ○ Indian Institute of Management Jammu ● Only IT/Computer Engineers with relevant experience in the IT sector shall be eligible to be on-boarded for the 'IT enablement' workstream
Technical Expertise	● Candidate should have working knowledge of MS Office applications – such as Word, Excel & PPT ● Basic knowledge of all subjects taught across MBA ● The candidate should have a decent command over Hindi & English language
General/Managerial	● Candidates with experience of working with senior-secondary students would be given preference ● Candidates should operate with the highest standards of ethics and integrity ● Candidates should help create an enabling environment for open empathetic communication with students ● Candidates should display excellent written and verbal communication skills ● Candidates should be self-directed and able to work without supervision ● Candidates should be energetic & eager to tackle unprecedented challenges of working with young entrepreneurs ● Candidate should be capable of dealing with multiple types of stakeholders, such as students, parents, teachers, seasoned professionals from the entrepreneurship space (investors/mentors/founders/etc.)

Remuneration and Employment Details -

Stipend (All Inclusive)	25,000 INR (Per Month – all inclusive) + Certificate upon tenure completion from DSEU
Tenure Duration & Type	Contractual for 2 months as per DSEU Employment Rules Extendable by 1 month basis performance & need
Mode of working	Either online or in-person at 'DSEU Incubation Centre for Entrepreneurs', can be worked out with the management basis need

Value proposition to prospect interns –

You have an opportunity to work with some of the most passionate people about entrepreneurship in the country. You will get to be a part of an experiment to create a movement towards seeding entrepreneurship to a hitherto unexplored demographic. You will have the opportunity to work with the senior leadership of DSEU, a game-changing institution in the field of skills education. And finally, you'll be part of a social mission which not only contributes to building the economy of this country, but also provides a platform for underprivileged students to build a bright future for themselves. This will surely count towards your life and career.

Important –

- DSEU reserves the right to forfeit a candidate's employment on receipt of non-compliance with the University's rules and regulations.
- **Interns will be expected to have their own laptops**
- **Local commute might be necessary for some of the workstreams**

Last Date of Application: 10th April 2022

Application Form: https://dseu.ac.in/work-with-us/