

Entrepreneurship and Innovation (Center) Leader

The American University in Dubai invites qualified applicants to apply for the position of Entrepreneurship and Innovation (Center) Leader.

The fundamental responsibility of this position is to plan, develop, manage, and lead the entrepreneurship and innovation center and activities across AUD. The ideal candidate possesses a can-do attitude for continuous improvement and is always eager to roll up his/her sleeves and do what is necessary.

Principal Responsibilities:

Operational Oversight and General Management for the Entrepreneurship and innovation centers at AUD:

- Lead and manage the activities of AUD's Entrepreneurship and Innovation Center (strategy, policy, plans, schedules, priorities, monitoring and follow-up)
- Develop and revise, as needed, the vision, mission, strategy, plans, and schedules for AUD's Entrepreneurship and Innovation Center
- Develop a proposal on the direction for the center and its activities
- Strategic oversight of the operations of the entire AUD Entrepreneurship and Innovation Labs ecosystem
- Provide leadership, oversight, and direction for all aspects of the Entrepreneurial education activities of the Center
- Work with the Deans of the Schools to develop a comprehensive innovation entrepreneurship education program serving and collaborating with all academic and student services departments, external stakeholders, and entrepreneurs
- Support the efforts of AUD related to Entrepreneurship and Innovation
- Develop an assessment of the competitive environment and the status of competitions, and develop a competitive and promotion plan - initiatives, and promotions (e.g. new venture competitions, fairs...)
- Develop a research program in support of entrepreneurship and innovation (e.g. research centers on/for SMEs)
- Develop the center's scholarships/fellowships plan for attracting entrepreneurs/innovators (How AUD and external funders contribute to the center's activities and success)
- Manage and administer the center's offices and staff

Systems and Process Design:

- Create and implement strategic systems and processes to enhance organizational effectiveness to support all center activities

Physical Space:

- Responsible for all space planning, enhancement and continuous improvement related to the labs and other affiliated facilities;
- Plan and develop spaces for entrepreneurial excellence (e.g. include entrepreneurship topics in all relevant curricula, give lecture series on leadership, family businesses, managerial issues, and most importantly, entrepreneurship education for women)

Event Logistics Oversight:

- Plan conferences, workshops, fairs, events, and meetings (responding, planning, prioritization, preparation, communications and presentations)
- Oversee all events and programs including academic courses, workshops, signature programs; and senior level management of all administrative and cross-university activities
- Develop and conduct necessary training in the area of entrepreneurship and innovation (propose how much AUD must invest in decision making software, canvas tools, library resources, books, ...)
- Plan, conduct, manage and facilitate workshops (e.g. financials for startups, feasibility analysis, business model canvas...)
- Manage all necessary documentation for the center: writing, printing, distributing, and marketing reports (e.g. reports on economic impact, technology, inventions...)
- Develop plans for and manage center's events (e.g. technology events, science fairs, inventor of the year...)
- Develop an entrepreneurship and innovation calendar (development, review, follow-up)
- Develop a process for Innovation center and programs assessment
- Work on student engagement, mentoring and follow-up
- Suggest and develop pedagogical changes related to enhancing entrepreneurship and innovation
- Plans for and study the impact of AUD's University Research and Creative Work
- University Liaison: Serves as the representative at cross-university events and forums to ensure the Innovation Labs are properly integrated into broader university planning, alignment and support of AUD Innovation and Entrepreneurship efforts.

Programs, Curriculum, and Course Reviews:

- Manage the revision of the different university programs, curriculums, courses, and topics and develop plans (with other academic unit leaders) to revamp them in relation to Innovation items
 - Ensure the integration of entrepreneurship courses (not topics) in business curricula (courses on innovation in enterprises, technological innovation, international development, digital companies, business and society...)

- Suggest potential new programs e.g., certificates, master's program on innovation management and entrepreneurship (review, streamline, check for compliance, draft and update)
- Suggest Courses Abroad (review, assess, process and draft), and assess the potential benefits to AUD and whether the courses should be supported by the Research Centers

Stakeholder Engagement:

- Develop a plan for, and establish, industry partnerships and collaborations in support of entrepreneurship and innovation
- Plan, and participate in, gatherings, visits to and meetings with external parties related to the center and its activities
- Form productive relationships with local Chambers, economic development, and entrepreneurial organizations
- Engage the industry in the center plans and activities: including specific industries and industry engagement goals, objectives, projects, activities, functions and personnel
- Secure AUD and stakeholders buy-in and support of the center, its strategy, and its activities as objectives can't be achieved without full support/commitment of all schools, departments, and offices, e.g., A general meeting with all administrators
- Organize and carry out meetings with other teams (e.g. research, pedagogy, admissions, Centers of Excellence, strategy, assessment, advisory boards, new programs, school and committees)

Technology infrastructure:

- Responsible for strategic oversight and continuous improvement of all entrepreneurship and innovation technology; including intranet, wiki's, and other technology platforms to enhance accountability, workflow and systems design and process improvement

Budgeting, Communications, Reporting, Data Analytics

- Develop and manage the center's budget and funding: time frame and allocate a budget, including providing strategic analytics, managing the budgeting and forecasting process.
- Develop periodic reports (and revised plans) related to entrepreneurship and innovation,
- Design, manage and utilize data analytics tools for strategic planning, and reporting purposes, to measure the impact of AUD centers of Excellence
- Ensure that
 - plans are developed, shared and agreed to
 - programs are drafted, developed and agreed to
 - events are planned and stakeholders are committed
 - discussions with industry and other stakeholders are completed
- Manage Center's communications, website and the different social media accounts

Competencies and Skills Used:

- Excellent leadership skills
- Excellent strategic planning, strategic management, budgeting and business planning
- Excellent writing, presentation, communications and pedagogical skills
- Flexibility and excellent ability to deal with ambiguity
- Risk taker, patience and the ability to work under pressure
- Excellent interpersonal skills
- Strong commitment to "mission" based work and understanding of contribution as an opportunity to make a powerful contribution to a larger effort.
- Ability to see the broader implications of strategic decisions and find creative ways to make an impact.
- Exceptional relationship skills, the ability to build rapport with internal and external constituents are important qualifications.
- Strong systems sensibility and extensive experience taking a plan from idea to reality.
- Ability to accomplish a great deal with a lean staff.
- Excellent organizational, personnel and administrative management skills
- Experience working effectively with faculty, university administrators, advisory board members, and external stakeholders.

Essential Qualifications:

- 10+ years related or similar experience
- Ph.D. in Business Administration
- Demonstrated growth mindset
- Strong leadership skills
- Vast experience in education/educational institutions, innovation and entrepreneurship

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already resident and under sponsorship in Dubai.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury
Director of Human Resources
The American University in Dubai
P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.