Entrepreneurship and Innovation (Center) Manager

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

The fundamental responsibility of this position is to plan, develop, manage, and coordinate the entrepreneurship and innovation center and activities across AUD.

The ideal candidate possesses a hands-on attitude for continuous improvement and is always eager to roll up his/her sleeves and do what is necessary. She/he is an energetic, collaborative and forward-thinking individual who is able to manage daily operations including facilities management and programming, and is capable of coordinating the implementation of the Center's policies and projects as AUD Management may require.

Principal Responsibilities:

General Management for the Entrepreneurship and innovation centers at AUD:
- Lead and manage the day to day activities of AUD's Entrepreneurship and Innovation Center (strategy, policy, plans, schedules, priorities, monitoring and follow-up)
- Develop and revise with the center leader, as needed, the vision, mission, strategy, plans, and schedules for AUD's Entrepreneurship and Innovation Center
- Coordinate with the Deans of the Schools to implement 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
- Work closely with AUD Schools and other Incubation Centers to develop relationships with innovators and entrepreneurs to encourage and support new business start-ups.
- Develop the center's scholarships/fellowships plan for attracting entrepreneurs/innovators (How AUD and external funders contribute to the center's activities and success)
- Publicly recognize student achievement
- Report on KPIs
- Develop and manage programs to promote creative, innovative ideas
- Manage and administer the center's offices and staff on a day to day basis.

Physical Space:
- Responsible for space set up and feel
- Responsible for space set up during activities and special events
- Responsible for coordinating all space planning, enhancement and continuous improvement related to the design labs and other affiliated facilities;

Event Logistics:
- Plan, schedule and coordinate conferences, workshops, fairs, events, and meetings (responding, planning, prioritization, preparation, communications and presentations)Oversee the details 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 for AUD students in the area of entrepreneurship and innovation
- Help students with understanding the financials for startups, feasibility analysis, business model canvas…by having workshops / training sessions
- Manage all necessary documentation for the center: writing, printing, distributing, and marketing reports (e.g. reports on economic impact, technology, inventions…)
- Coordinate plans for and manage center's events (e.g. technology events, science fairs, inventor of the year…)
- Help develop and coordinate 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

Stakeholder Engagement:
- Help develop and support the implementation of a plan for establishing industry partnerships and collaborations in support of entrepreneurship and innovation
- Secure AUD and internal 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 AUD internal and external teams and strategic partners (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 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
- MBA
- Demonstrated growth mindset
- Strong leadership skills
- Experience in managing 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.