Job Description – Start-Up Associate

Position

This job description covers the responsibilities and duties of entré's Start-Up Associate.

Context

Entré is a student run society and charity that seeks to generate entrepreneurial thought, and ultimately business ventures, from students of the University of Canterbury & Ara. The principal stakeholders in entré are the University of Canterbury, staff and students of the University of Canterbury, sponsors and local industry.

The Executive is elected from within the student body of University of Canterbury, Lincoln University & Ara Institute of Canterbury. The CEO, COO & CFO are recruited by the Advisory Board Chairman, Director of UCE, outgoing CEO & COO, platinum sponsors and the UCE Co-ordinator, with the remainder of the Executive appointed by an entré selection panel. Additional Executive members may also be co-opted when additional skills and expertise are required to replace Executive members.

Eligibility Criteria

- Applicants must be a student enrolled and studying towards a degree or diploma at the University of Canterbury or Ara, at the time of submitting an application, with a course load of at least 0.25 EFTS (i.e. 30 points). This course load must be maintained for Semester 1 and 2 of the year that they are on the Executive.
- Recommendation that members of the entré Executive are not on any other club executive/committee's due to the workload and to ensure commitment to entré.
- The role will be subject to a 90-day trial period – for the Start-Up Associate the trial period commences on 1 February.

Role

Reports to:	Start-Up Manager
Responsible to:	Start-Up Manager
Reports:	None

The role of the Start-Up Associate is to help support the Start-Up Manager implement entré's entrepreneurial competitions. This role will work with the Start-Up Manager, Competitions Manager, COO and external suppliers.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
- Vision and creativity
- Highly organised
- Works well under pressure and to deadlines
- Attention to detail

Key Skills

The key skills required by the Start-Up Associate are:

- Highly organised and pro-active
- Administrative skills
- Ability to take initiative and self-motivate
- Ability to set and follow up on deadlines
- Team Player
- Creative and innovative thinking
- Good communication skills

Key Duties

Key duties that are part of this role include (but are not limited to):

- Assist the Start-Up Manager with the coordination of all aspects of entré's Start-Up Challenge from term 2 – term 4 and provide support as needed
- Passing on up to date information on the challenges/competitions to the Marketing Manager and UCE Co-ordinator for posting on the www.entre.co.nz website
- Work with the HR Manager to complete the required Health & Safety documentation for competitions
- Commitment to entré's Health & Safety policies and practices and report any incidents to the HR Manager
- Attend weekly team meetings
- Attend entré events
- Work with the incoming team member and the UCE Co-ordinator to ensure a smooth hand over period and effect transfer of knowledge and information