Hatch Operations Lead

Duties

- Assisting in overseeing the incubator application process
- Maintaining strong communication with key partners on campus

Programming Development & Coordination

- Hatch related events
- Partnered events
- Incubator Co-Hort events
- Design, organize and facilitate events.

Requirements

- Membership in the Carleton University Students’ Association or the Graduate Students’ Association (Taking at minimum .5 credits per semester).
- Awareness and sensitivity to issues including but not limited to: trans/bi/homophobia, sexism, racism, ableism, and ageism.
- Established knowledge of Google Suite, and Office Suite.
- Excellent interpersonal skills, ability to work unsupervised in groups or individually.
- Quick learner who is organized and a self-starter who is passionate about the center’s goals.
- Having experience working with a startup or owning your own start-up business and/or leading a program that includes educational events/workshops is an asset.
- Awareness of Canadian and North American venture and entrepreneurial systems.

Term & Rate

A $500 honorarium will be provided. Date of hire until April 30, 2022.

How to Apply

Are traditional cover letters old school? We think so, instead tell us about yourself, why you want to work at CUSA, and your ideas for the position in a multimedia format (eg, video, blog post, collage and write-up, slideshow, audio recording, or any other format you’d prefer). All applicants must also submit a resume, class schedule, and one reference letter.

Please submit your application via e-mail to:
Adil Tahseen, Services Manager
jobs@cusaonline.ca

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA’s accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.