

ODTU TEKNOKENT is currently looking for a qualified team member who will work on a full-time basis to support the ongoing and upcoming entrepreneurial programs in Ankara.

A. Responsibilities

Working closely with entrepreneurs and assisting their entrepreneurial journey (1-1 mentoring, business development support etc.)

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- Monitoring recent developments in the field
- Analyzing and closely monitoring collected data and converting every necessary outcome as a brief report
- Assistance to the development of new projects/programs
- Representing ODTU TEKNOKENT at the field
- Evaluating and managing development of business co-operations that will bring together university and start-ups
- Identifying new co-operations by -searching and creating networking opportunities
- Following the necessary laws, legal rules and regulations

B. Required qualifications, competencies, and experience

- Bachelor's Degree in engineering or social sciences.
- Being keen to learn and break down the borders
- Advanced working knowledge of computer applications (e.g., MS Office) required
- Other knowledge, additional competencies:
- Fluency in English (written and oral at C1-Level)
- Knowledge of business development, marketing strategies, and brand expansion
- Ability to maintain strong client relationships and establish industry partnerships
- Positive, dynamic, and hardworking personality
- Self-motivated with proven ability to work creatively, proactively, and innovatively with limited direct supervision
- Ability to work under pressure and deliver quality services even under tight timelines
- Ability to work effectively with several partners
- Ability to contribute to decision-making and problem-solving by advising in a context of potentially diverse interests and complex issues/problems
- Outstanding verbal and very good written communications skills
- Strong interpersonal skills
- Strong organizational skills and experience in administration
- Could travel within national/international
- Willingness to enhance skills as required by the tasks to be performed- measures will be agreed upon with the management.

Preferred Qualifications:

- An MBA or other related advanced degree/coursework in business or technology management.
- Experience with start-ups or new ventures.

ODTU TEKNOKENT is committed to gender balance. Remuneration will be in accordance with the candidate's qualifications and experience.

C. Applications:

Only qualified candidates are requested to send their CVs to girisimcilik@odtuteknokent.com.tr (max. file size 3 MB) with the reference (Ref: EP – 082022) The deadline for receiving applications is 15.09.2022. Only shortlisted candidates will be contacted. In the assessment process ODTU TEKNOKENT can ask for further supportive documents and references.