

## **Position: Student Innovation Squad (Volunteer Position)**

### **Job Description:**

The Student Innovation Squad plays a vital role in supporting and promoting the activities and initiatives of the university's Innovation Studio. As a Squad member, you will have the opportunity to contribute to the growth of the startup ecosystem on campus while gaining access to exclusive program seminars and events and helping startups achieve their goals. You will be an integral part of a dynamic team, working together to organise events, support startups, engage with the student body, and build a strong network within the entrepreneurial community.

### **Responsibilities:**

#### 1. Event Planning and Execution:

- Collaborate with the Innovation Studio team to plan and execute engaging startup events, workshops, and social events.
- Coordinate logistics, including venue selection, event promotion, and setup and break down.

#### 2. Promotion and Outreach:

- Actively promote the Innovation Studio's programs, events, and initiatives among the student body through various channels, such as social media, campus groups, and word-of-mouth.
- Help create compelling content to generate interest and excitement about the startup ecosystem and the opportunities offered by the Innovation Studio.

#### 3. Student Engagement:

- Serve as a point of contact for students interested in the Innovation Studio's programs, answering inquiries and providing guidance.
- Foster a sense of community among students interested in startups and entrepreneurship, organising networking events and facilitating connections.

#### 4. Program Support:

- Assist with administrative tasks related to the Innovation Studio's programs, including registration, attendance tracking, and data management.
- Provide feedback and suggestions for program improvement and expansion based on student needs and interests.

## **Qualifications:**

- Currently enrolled as a student at Swinburne University of Technology.
- Passionate about startups, entrepreneurship, and innovation.
- Strong communication and interpersonal skills to effectively engage with diverse groups of students.
- Organisational and time management abilities to handle multiple tasks and meet deadlines.
- Proactive and self-motivated with the ability to work both independently and collaboratively.
- Available for the majority of the major events held in Semester 2 (see list below).
- Already have or are eligible to apply for a [Working With Children Check](#) (WWCC are free for volunteers)
- Knowledge of social media platforms and ability to create engaging content is a plus.

## **Benefits:**

- Exclusive access to program lectures, workshops, and events by renowned startup experts and entrepreneurs.
- Opportunity to expand your network within the startup ecosystem and connect with like-minded individuals.
- Enhance your leadership, event planning, and communication skills through practical experience.
- Recognition and appreciation for your contributions to the Innovation Studio and the university's startup community.
- Opportunity to support startups in small projects like customer experience, marketing and market research.
- The volunteer opportunity can be used as credit for the Emerging Leaders Program

Note: This position is a volunteer role, and the expected time commitment is approximately 2-4 hours per week. The duration of the position is for Semester 2, 2023 but could extend into the holiday period if the volunteer desired as the programs do not strictly follow the academic calendar.

## Major Events Already Planned for Semester 2

- 7 September - Accelerator Pitch Night
- 16-20 October - Venture Week
- 9 November - Venture Cup
- Second Thursday of each Month - Ecosystem Social Event