



DALHOUSIE UNIVERSITY

Minor in Entrepreneurship & Innovation Coordinator

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Position Details

Position Title Minor in Entrepreneurship & Innovation Coordinator

Department/Unit Management - Dean's Office

Location Halifax

Posting Number S194-20

Employee Group DPMG

Position Type Term

Duration of Contract (if applicable) 9 months

Employment Type Full Time

Full-time Equivalency (FTE) 1.0

Salary \$45,142 - \$61,074 per annum

Classification ADM-04

Provisional Statement This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary	<p>The position reports to the Academic Lead for the Minor in Entrepreneurship and Innovation and the Associate Director of Commercialization & Start-ups. The Minor in Entrepreneurship and Innovation Coordinator (MEIC) will contribute to the launch and implementation of the newly approved university-wide Minor in Entrepreneurship and Innovation (the Minor) and delivery of programming through the Norman Newman Centre for Entrepreneurship. This role will provide students from any participating Faculty at Dalhousie University with knowledge, skills, and mindsets related to the foundational concepts (entrepreneurship and innovation) and the capacity to translate these outcomes to any future workplace.</p> <ul style="list-style-type: none"> - Manage processes critical to the launch and success of this new cross-university Minor. The incumbent will be responsible for determining what processes and forms are required, developing draft processes and forms and consulting key actors in participating faculties to ensure processes are clear and in line with faculty-level processes. - Coordinate projects related to Innovation and Entrepreneurship (I&E) co-curricular programming to support program managers within the Norman Newman Centre for Entrepreneurship (NNCE). - Coordinate the planning and implementation of Innovation & Entrepreneurship (I&E) workshops that will be run by the Academic Lead for the Minor and by the NNCE.
Key Responsibilities	<ul style="list-style-type: none"> - Create a framework for information tracking and analysis related to the Minor and I&E activities. The incumbent will independently determine what level / form of analysis is required based on anticipating the queries and interests of various actors across campus. - Liaise and collaborate with other key partners when necessary to ensure effective promotion and a shared understanding of the programming and the value it offers students and stakeholders. - Maintain and create content for websites and social media assets. The incumbent will develop content still to be identified, which can include: stories and profiles within Dalhousie, content that connects students with resources that allow them to make the most of their I&E-EL experience, a dynamic news feed that showcases I&E-EL within Dalhousie that connects participants/students with undergraduate research opportunities, etc. This involves using the University's content management system and liaising with Communications and Marketing in the Faculty of Management.
Note	<p>Occasional work on evening and weekends. Position is renewable contingent on continued funding.</p>
Qualifications	<p>Undergraduate degree in related field plus one to three years' commensurate experience in the development, launch and success of new initiatives (or equivalent combination of training and experience) is required. Experience devoted to managing projects, administering programs and/or servicing students is required. Familiarity with the Innovation and Entrepreneurship ecosystem at Dalhousie and in Halifax or familiarity with experiential learning in a university setting is an asset. Experience building a personal or professional brand, following and engagements, and developing social media content is an asset.</p>
Job Competencies	<p>The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (https://www.dal.ca/dept/leaders.html), in particular:</p> <ul style="list-style-type: none"> - Respect & Inclusion - Knowledge & Thinking Skills - Communication - Relationship Building - Accountability for Performance & Results

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Application Consideration

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity (<https://www.dal.ca/hiringfordiversity>).

Number of Vacancies

1

Open Date

11/25/2020

Close Date

12/09/2020

Open Until Filled

No

Special Instructions to Applicant**Quick Link for Direct Access to Posting**

<http://dal.peopleadmin.ca/postings/4533>
<http://dal.peopleadmin.ca/postings/4533>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply**Required Documents**

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter

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