



DIRECTORATE OF ENTERPRISE AND INNOVATION

Position: Student Engagement and Support Staff (SESS)

Position Type: Full-Time

About JHBS

At James Hope Business School (JHBS), we are dedicated to fostering a dynamic learning environment that prepares our students to thrive in the rapidly evolving landscape of business and finance. Our commitment to innovation, research, and industry relevance sets us apart as a leading institution in business education.

About the Position

The Directorate of Enterprise and Innovation (DEI) seeks to nurture entrepreneurial leaders that create meaningful impact to people and communities globally. Our mission is to nurture a thriving ecosystem of innovative thinkers and startup leaders by providing mentorship, resources, and industry partnerships. We aim to support groundbreaking ideas, accelerate growth, and foster the skills and resilience necessary for entrepreneurs to address complex global challenges and create positive, sustainable change.

The Student Engagement and Support Staff (SESS) at the DEI of the James Hope Business School plays a pivotal support role in achieving the Directorate's key objective of fostering an environment of innovation and entrepreneurship among students, faculty, and staff.

Responsibilities include:

Working under the supervision of the DEI Director, the Student Engagement and Support Staff will perform the following responsibilities.

- Responsible for supporting students, faculty, and alumni who are launching start-ups or pursuing innovative projects.
- Responsible for supplying updates on the DEI website and social media content, writing stories, interviewing student founders
- Leading students to represent the DEI at events, conferences and competitions
- Develop innovative projects and opportunities, and identify highly talented students (individuals or teams) that can execute such projects
- Developing educational programs, workshops, and training sessions to equip students, faculty, and

staff with the skills and knowledge needed to succeed in entrepreneurship and innovation.

- Ensure the efficient day to day running of the DEI, under the supervision of the Programmes and Training Lead
- Participate in the research and grants initiatives of the DEI
- Collate and maintain all data relating to the students working in the DEI as well as the external visitors of the innovation hub
- Work closely with other staff of the DEI to ensure that the directorate is a vibrant income generation center

Additional Responsibilities Include:

- Provide support to individuals and teams engaged in entrepreneurial activities, including business planning, market research, and fundraising.
- Develop and implement metrics and evaluation methods to assess the impact and effectiveness of innovation and entrepreneurship programs and initiatives.
- Serve as a liaison between academic departments, administrative units, and external partners to promote a culture of innovation and entrepreneurship in the DEI.
- Stay informed about trends, best practices, and emerging opportunities in innovation, entrepreneurship, and technology commercialization.
- Participate in the DEI's research activities by conducting original research in the field of innovation, entrepreneurship, and related areas, with a focus on generating new knowledge and insights that contribute to academic scholarship and practice.
- Other related duties

Qualifications

- At least a B.Sc. and at most a Masters degree in Business Administration, Entrepreneurship, Innovation Management, or a related field.
- Requisite experience (typically 3-7 years) in entrepreneurship, innovation management, technology commercialization, or a related field, preferably in a university setting.
- Strong leadership skills with the ability to inspire and motivate individuals and teams.
- Excellent communication and interpersonal skills, with the ability to build relationships and engage diverse stakeholders
- Excellent customer service skills, with the ability to give attention to details
- Strong MS Office skills
- Proven track record of successful program development, partnership building, and resource allocation.

- Knowledge of intellectual property, technology transfer, and start-up ecosystem dynamics.
- Familiarity with funding sources, grants, and investment opportunities for entrepreneurship and innovation.
- Ability to work in a dynamic, fast-paced environment with multiple priorities and stakeholders
- Strong analytical and problem-solving skills, with the ability to think strategically and adapt to changing circumstances.
- Commitment to diversity, equity, and inclusion in the entrepreneurship and innovation efforts.

Method of Application

Qualified candidates should apply by sending CVs and Cover letter using the position applied for as subject of the email to hr@jhu.edu.ng