



University Innovation Hub Program (UIHP)

Scope of Work

Campus Manager

(Innovation Cohort)

I. Introduction

This document outlines the scope of work for the Campus Manager, who will support the UIHP Faculty Focal Point in managing the program's day-to-day operations on campus and stakeholder engagement.

The activities of a cohort in the UIHP will have 3 major components:

- a. Innovation cohort, where 12-15 teams comprising a maximum total of 50 students/alumni/faculties will work on product development for commercialization. The total hours of the innovation cohort will be 80-90 hours.
- b. Certificate Course on Innovation and Entrepreneurship, where students will take 20-24 hours of classes to understand the fundamentals of innovations and entrepreneurship. The size of a class for this course will vary from 50-150 depending on the seating capacity of each university.
- c. Innovation and Entrepreneur Lecture series, under which each university will host renowned innovators/entrepreneurs and deliver a lecture in the university once a year.

Background:

Bangladesh Hi-tech Park Authority [BHTPA] aspires to develop a robust innovation and entrepreneurship ecosystem for a flourishing economy to keep pace with the dynamics induced by 4IR. The Digital Entrepreneurship and Innovation Ecosystem Development Project [DEIED] under BHTPA is aimed at building vibrant innovation hubs in 10 universities that will serve as the foundational block for the aforementioned ecosystem. The hubs are going to act as epicenters for raising greater awareness of the importance of innovation, nurturing a culture of innovation, inculcating an entrepreneurship mindset, and promoting a collaborative environment, and openness among students, graduates, researchers, and faculty members within and around participating universities. The hub will also strive to break stereotypes, which traditionally block entrepreneurship development processes, especially gender biases. The program will be executed



through a consortium led by UPMCS Malaysia [UPM Consulting Services SDN, BHD] with MCC Limited Bangladesh.

II. Responsibilities

A. Day-to-Day Operations Support:

- Assist with scheduling and coordinating meetings, events, and workshops at the UIHP.
- Manage logistical arrangements for speakers, mentors, volunteer team, and participants.
- Maintain accurate records of UIHP activities, resources, and inventory.
- Process invoices and expense reports.
- Provide general administrative support to the University Manager.

B. Stakeholder Engagement:

- Develop and maintain relationships with key internal (focal point, and campus ambassadors, participants including students, alumni, and faculty members (where applicable)) and external stakeholders (mentors, guest speakers).
- Coordinate stakeholder communication, including sending updates, invitations, and event information.
- Organize stakeholder engagement events and activities.
- Organize jury board meetings. (Jury board consists of members from BHTPA, university faculties, industry experts, startup ecosystem experts, and member(s) from the secretariat)
- Assist in building and managing the UIHP's online community platform.

C. Speaker, Moderator, Mentor, and Facilitator Database Management:

- Assist in maintaining and updating databases for speakers, moderators, mentors, and facilitators.
- Develop and implement processes for identifying, recruiting, and onboarding new talent.
- Coordinate pre- and post-session communication with industry experts and mentors.



D. Escalation of Issues:

- Identify and document potential challenges or perceived conflicts of interest related to UIHP activities.
- Escalate issues to the UIHP staff for further action and resolution.
- Maintain clear and concise communication records regarding escalated issues.

III. Level of Engagement

- a. Required to be present at every session.
- b. This position requires an engagement of an average of 10 (ten) hours per week.
- c. This position will be responsible for engaging on-campus volunteer teams or student engagement teams to ensure participation in sessions/events.
- d. This position is expected to hold bi-weekly online meetings with the UIH Secretariat team including the University Manager and Implementation Manager.

IV. Qualifications

The position is open for junior faculty/leadership of student clubs (if a student is applying, s/he must be 3rd or 4th year or higher)

Skills:

- a. Excellent project management skills
- b. Experience in event management and stakeholder engagement is highly desirable.
- c. Exposure and experience in using digital project management and communication tools
- d. Understanding the innovation ecosystem and relevant industry trends is a plus.
- e. Excellent communication, interpersonal, and organizational skills.
- f. Proficiency in Microsoft Office Suite and other relevant software.

Traits:

- a. Strong attention to detail and accuracy.
- b. Ability to work independently and as part of a team.

V. Reporting



For operation, this position will report to the University Manager, and the Implementation Manager from the UIHP Secretariat.

For campus-related critical and strategic matters, this position will report to the Focal Point from the respective university.

VI. Compensation

Compensation will be fixed through negotiation.

VII. Location

The primary location is the respective universities for this position.

VIII. Performance Evaluation

The performance of the Campus Manager will be evaluated based on meeting or exceeding the expectations outlined in this scope of work, as well as their overall contribution to the success of the Innovation Hub.

This scope of work is intended to be a comprehensive guide for the Campus Manager. However, it is not exhaustive and may be subject to change as needed.