



IIT Mandi Catalyst Summer Internship Program 2023

Current Openings - Incubation Program management, Social Media and Marketing management, Operations, Data Science, App development

Part-time position in IIT Mandi Catalyst, a Section 8 company
Location: IIT Mandi Campus

Last Date for Application: May 15, 2023 (or till the posts are filled). Applicant can apply for multiple roles.

Huge learning opportunity for Individuals interested working in Social and economic sector. We have a strong hustle culture which gives immense exposure opportunity for respective skillsets. IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of creativity, dynamism, and career growth opportunities.

About IIT Mandi Catalyst

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by the Department of Science and Technology [GoI], HPCED, MeitY, Startup India, and IIT Mandi iHub and HCI Foundation, Catalyst provides incubation support to technology-based startups focused on creating value and impact in the economic and/or social sector. Catalyst currently hosts more than ten funding schemes, including those sponsored by state and central government. Catalyst has committed funding support of over INR 12 Cr to startups through the existing funding schemes. Since its inception in 2016-17, Catalyst has supported over 340 startups. Catalyst has an active startup portfolio of about 150 startups in sectors that include renewable energy, Road safety, disaster management, Agri tech, Edu tech, Ad-tech, Health-tech, Travel management, and others. Catalyst also focuses on enabling technology-based solutions for economic and social problems facing the Himalayan region.

Essential Qualifications:

- 1. Qualification:** The Incumbent should have spent minimum 1 year in a bachelor's degree in science, engineering, business, management, or any other relevant area. Also, should be actively enrolled in an ongoing bachelor's degree program
- 2. Experience:** No experience required. Preference will be given to those having experience in the co-curricular and extra-curriculars. Relevant knowledge of accelerators, startup ecosystem associations/groups/investor network, etc may be considered.

Remuneration and Accommodation: The remuneration is negotiable based on relevant suitability/fit. Suitable accommodation on campus may be provided to the outstation candidates based on availability and paid basis per institute's norms.

ROLE 1. INCUBATION MANAGEMENT/OPERATIONS/PUBLIC RELATIONS

Responsibilities: The incumbent will be responsible for designing and delivering the incubation program per the guidelines of funding agencies. The responsibilities include:

1. Incubation Program Management
 - a. Designing and running incubation programs, ensuring achievement of internal goals
 - b. Planning and executing regular engagement with startups including workshops, group sessions, mentor meetings, meet ups, etc
 - c. Providing/facilitating support to startups on various fronts, keeping track of progress and support provided to startups and monitoring the health of the portfolio
 - d. Maintaining resource bank and toolkits for startups
2. Stakeholder Management
 - a. Engaging with potential incubatees and creating a pipeline of applicants through programs and events, maintaining a database of applicants and implementing a selection process
 - b. Engaging with and maintaining communications with potential investors, mentors, speakers, experts and government officials for various training/selection/mentorship programs/events, Designing and implementing outreach efforts/events, managing digital media presence
3. Administration, record keeping and reporting
 - a. Creating and maintaining data on incubated startups
 - b. Reporting data and preparing reports for various funding agencies, and other internal and external needs
 - c. Ensuring grievance redressal of startups and ensuring timely support
4. Handling any other special projects/initiatives from time to time

Apply here: <https://iitmandicatalyst.typeform.com/to/W9VH7Mzz>

Desired Skills/Traits

- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.
- Strong experience of working in teams, managing subordinates and handling administration processes.

ROLE 2. FULLSTACK APP DEVELOPMENT

Responsibilities: The incumbent will be responsible for designing and delivering the web applications as per project guidelines decided as per the management. Details of which will be shared only after joining the program.

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Desired Skills/Traits

- ReactJS, JavaScript, jQuery, Angular, Vue, PHP, ASP, Python, Node, HTML/CSS, Git
- Wireframes, Database Management, Application Architecture, SQL, MongoDB
- Knowledge of Low-code, no-code tools, Google Apps Script are a Plus
- Different frameworks and libraries
- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.

ROLE 3. FRONTEND WEB DEVELOPMENT/SEO EXPERT

Responsibilities: The incumbent will be responsible for designing and delivering the web development related project as per guidelines decided as per the management. Details of which will be shared only after joining the program.

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Desired Skills/Traits

- ReactJS, JavaScript, jQuery, Angular, Vue, HTML/CSS
- Knowledge of Low-code, no-code tools, Google Apps Script are a Plus
- SEO Expertise is essential for this role
- Different frameworks and libraries
- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.

ROLE 4. DATA SCIENCE

Responsibilities The incumbent will be responsible for assigned project as per guidelines decided as per the management. Details of which will be shared only after joining the program.

1. Project Related Responsibilities
 - a. Data Extraction from Sources
 - b. Data Cleaning and Data Mining
 - c. Building datasets from a variety of Sources
 - d. Data Modelling, Predictive Modelling
 - e. Knowledge of different AI/ML Algorithms especially Computer Vision

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Desired Skills/Traits

- Excel, Python/R, SQL, Tableau, classification algorithm's, Google Apps Script
- DBMS, Data Structures
- Different frameworks and libraries
- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.

ROLE 5. SOCIAL MEDIA MARKETING & DESIGN

Responsibilities: The incumbent will be responsible for planning and execution of marketing strategy for Catalyst. The responsibilities include, but not limited to:

1. Planning and execution of regular social media marketing strategy
2. Planning and execution of special campaigns for specific events/programs
3. Conceptualization, design and realization of marketing collateral including posters, brochures, reports, merchandise, etc.
4. Ensuring consistent engagement with stakeholder through marketing communication including newsletters, website content management, blogs, articles, other means of marketing.
5. Content creation, copywriting and curation of communication materials such as the web site, posters, brochures, newsletters, social media updates and video stories.

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Desired Skills/Traits

- Adobe Photoshop, Adobe Illustrator, Adobe Premier Pro
- Creative thought process is expected
- Basic Design Principles & understanding
- Instagram, LinkedIn, YouTube creator experience will be considered
- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.
- Strong experience of working in teams, managing subordinates and handling administration processes.

ROLE 6. FINANCE

Responsibilities: The incumbent will be responsible for assigned project as per guidelines decided as per the management. Details of which will be shared only after joining the program. Basic financial understanding is expected.

- Invoice generation, maintaining balance sheets, paperwork and efficient filing process

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Desired Skills/Traits

- Basic Accounts & Finance understanding
- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.



- Strong experience of working in teams, managing subordinates and handling administration processes.

ROLE 5. PRODUCT DESIGN

Responsibilities: The incumbent will be responsible for assigned project as per guidelines decided as per the management. Details of which will be shared only after joining the program.

1. Designing and manufacturing a list of products inhouse in our Pryasshala lab

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Desired Skills/Traits

- CAD/CAM, Design thinking and Philosophy
- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.
- Strong experience of working in teams, managing subordinates and handling administration processes.