

Entrepreneurship Institute Associate Intern Job Descriptions 2024-25

1- EI Associate

Role Purpose

EI Associates will support the Entrepreneurship Institute with a range of tasks, especially focusing on event support and representing the Institute to guests, KCL staff, and fellow students.

Role Responsibilities

Examples of past assignments include:

- Recruiting students across all faculties to join the Enterprise Award in Welcome Week
- Conducting Skills and Employability desk research to develop new programmes
- Supporting the recruitment of Associates through interviews
- Running support sessions and getting-to-know-you socials across our communities
- Outreach for Idea Factory participation across all faculties
- Speaking at, co-ordinating and/or stewarding at events and workshops
- Tracking the progress of participants on our programmes
- Creating case studies about participant experiences for us to use in our communications
- Captioning recordings of events to help us make our content accessible to all

2- Enterprise Award Associate

Role Purpose

The Enterprise Award Associate will support the participants and the successful delivery of the Enterprise Award. The Associate will support the day-to-day operations of the Enterprise Award, from co-facilitating workshops to supporting students with developing their knowledge of the 7 Skills of an Entrepreneurial Mindset.

Requirement: To have already completed the Enterprise Award.

Role Responsibilities

- Co-facilitating workshops for students on the 7 Skills
- Providing guidance to students through (Drop-Ins / Format to be decided)
- Developing communications for students such as newsletters
- Researching upcoming events and workshops for various criteria (such as workshops and full-day events)
- Contributing to e-learning resources on KEATS
- Contributing to the organisation and delivery of a celebration event at the end of the academic year
- Monitoring and evaluation of the Enterprise Award experience

3- Engagement Associate

Role Purpose

The Marketing & Communications Associates will support the Communications & Engagement team at the Entrepreneurship Institute (EI) to engage audiences (primarily students) in entrepreneurship and entrepreneurial skills. The role is varied, with opportunities to work across several projects including content creation, social media, and co-facilitating activities.

Requirement: Genuine interest in communications, marketing, and social media. Experience in creating digital content (could include graphics, photography, videos, reels, podcasts). Willing to share ideas, happy to be on camera and work collaboratively with others.

Role Responsibilities

Duties and responsibilities attached to these Associate roles are varied. Projects could include:

- Disruptors Podcast – research, planning, co-producing.
- Conducting research and actively sharing ideas.
- Social media management – creating and scheduling posts.
- Content creation for our digital channels (including case studies, Instagram reels, photography). Digital channels include web, email, and social media – LinkedIn, Instagram, and Twitter.
- Co-facilitation of workshops or activities delivered by the Communications & Engagement team.
- Representing the EI at King's-wide events and talking about what we do to diverse groups of students.
- EI monthly newsletter – researching, curating, and disseminating via email marketing software.

4- Ventures Associate

Role Purpose

As a Ventures Associate you will support the Venture & Acceleration Team within the Entrepreneurship Institute. The Ventures & Acceleration team work directly with early-stage companies to support the development and scalability of the businesses amongst the King's eco-system.

We support Start-ups (founder-owned IP) and Spinouts (led by academics and built on King's IP) through a 12-month intensive programme, consisting of interactive sprints, mentoring and access to King's Investor Network.

Role Responsibilities

- Supporting the team with a range of events including accelerator workshops and sessions. This may include preparing for the delivery of accelerator sessions, setting up the room, breakfasts and lunches and helping facilitate networking sessions.
- Helping the team run recruitment campaigns for new ventures, including promotion, interviewing previous companies, and administration
- Desk research, including keeping up to date with the entrepreneurial ecosystem and sharing findings with the accelerator participants and the Entrepreneurship Institute team.
- Additional responsibilities to be discussed with the Ventures Manager

5- WEN (Women Entrepreneurs Network) Associate

Role Purpose

The Women Entrepreneurs Network (WEN) is designed to support all King's students, staff, and alumni, who identify as women or non-binary and are comfortable being in a space reflecting on gendered experiences. Joining the WEN will increase exposure to entrepreneurial skills, knowledge sharing and a supportive community, welcoming all stages and types of ventures. The Women Entrepreneurs Network (WEN) aims to achieve gender parity across the EI's activities, with a key aim to build gender-parity, sustainably, into the King's Start-Up Accelerator and beyond.

Requirement: Having lived experience, past or present, identifying as a woman. Also, ideally, a student who has been part of the Network or has been involved in WEN through events.

Role Responsibilities

- Supporting with event organisation and facilitation
- Developing communications for the network
- Researching upcoming events and workshops for the network members
- Monitoring and evaluation of the network
- Admin support on the network
- Supporting the delivery of Women Entrepreneurs Retreat
- Supporting with the promotion of WEN through a range of events, digital channels etc.
- Additional responsibilities to be discussed with the WEN Project Manager

6- Operations Associate

Role Purpose

The Operations Associate supports the Operations Team with the running of the Entrepreneurship Institute. The Associate will assist in day-to-day administrative and organisational duties which vary across a wide range of skills.

Role Responsibilities

- Assisting with community and space management, including:
 - Completing office inventories and researching suppliers and procurement methods
 - Refilling office supplies, updating inventory, rewriting the community schedule, and watering the plants
 - Running the EI Library system, updating digital records and completing physical stock checks
 - Representing the Operations team in the office space, fielding, and triaging space user queries in person
- Assisting in the running of the Operations shared mailbox
- Assisting in event planning and organising
 - e.g. ordering catering, contacting King's Venues, taking event attendance, setting up refreshments, testing technology and AV (audio-visual, like digital screens and microphones).
- Attending monthly All-Hands meetings, and monthly 1:1s with Line Manager, plus Associate Team Meetings as required

OPTIONAL

- We will adapt your tasks and role to suit your interests and personal development journey. If you like, you could support in EDI discussions, and/or explore automation and AI (Artificial Intelligence) software to make Operations processes more efficient, and/or design notices and signs for the office using Canva, and/or assist in our data collection projects - your duties are adaptable!
- Ad-hoc event assistance also available.