



StartHub is hiring!

Open Position for University Coordinator

Start: January 2020

About: 48h per week, flexible working arrangements possible, min. 1 year. Full-time.

Requirements: We are looking for a power **lady** (sorry to all power men!). No students or ladies with other jobs, strong passion for entrepreneurship.

StartHub Africa is looking for a **university coordinator** starting from January 2020 for 48 hours per week for min. 1 year.

StartHub Africa is a young social start-up with the vision to support young people to start and grow successful businesses. StartHub runs a highly practical entrepreneurship training that enables students to start a business in only one semester. The training is offered at 10 partner universities in Uganda (for example at MUK, UCU, Kyambogo, UIIU, Gulu university and others). Local entrepreneurs are trained to support StartHub as trainers and provide the students with the skills at the universities.

The tasks include but are not restricted to:

- **Marketing:** support in marketing at all partner universities, off- and online
- **Social Media:** Managing the social media channels of StartHub Africa
- **Design:** creating great materials (pictures, videos etc.) for website, social media and teaching materials
- **Trainer and Student support:** Supporting trainers before and during the training: supplying them with teaching materials, monitoring lectures from time to time, contact person to the students to address questions and challenges
- **Partnership building:** Support in building strong relationships with universities
- Support to other StartHub Africa work teams

Requirements:

- Passion for entrepreneurship and supporting the youth
- University degree in any subject
- Strong communication skills
- Strong marketing skills including social media knowledge
- Skills in design, video and picture editing
- Resource-efficient working
- Sound knowledge of MS Office (Excel, PowerPoint, Word)
- Comfortable using Mozilla Thunderbird, Skype, Google Drive, Trello
- Reliable and on time

What are we offering:

- 48 hours per week
- Attractive Salary
- One-year Contract, three-month probation period
- Renewal after one year likely
- Office space in Kampala
- Be part of a young, international, dynamic and highly motivated team
- Bring in your own ideas and really make a difference!

How to apply?

Please send us your **CV** and **letter of motivation** including your **expected salary** written with Microsoft Word (exported as a pdf file) **as soon as possible** to application@starhubafrica.org. Tell us how you work (use examples and prior experiences) and why you think you are the perfect person for the position of university coordinator.

Selected applicants will be invited to a job interview in Kampala.

If you have any questions, don't hesitate to contact us.

We are looking forward hearing from you!