

Startup Incubation & Innovation Centre, IIT Kanpur

Invites applications for “Project Intern- Biotech”

Job Title	Project Intern		
Job Code	SIIC-INT-BIO		
Job Type	Contractual	Location	Kanpur (Uttar Pradesh)
Job Description	Support outreach activities for the BIG program by coordinating communication, applicant queries, and maintaining applicant databases. Assist in organizing workshops/webinars, screening applications for basic eligibility, and coordinating shortlisting & review processes. Prepare weekly/monthly reports and support documentation, logistics, and follow-ups throughout the application cycle.		
Responsibilities	<ul style="list-style-type: none">• Assist in crafting and executing outreach plan: communication to target applicants (students, researchers, startups) across domains like biotech, diagnostics, food processing, animal husbandry etc.• Coordinate applicant support: maintain database of applicants, send reminders, answer queries, track status.• Organise and schedule workshops/webinars to help applicants in proposal writing, value-proposition, team formation, business perspective. (As SIIC is a BIG “Partner” and handholds applicants)• Assist with internal eligibility screening of applications (basic eligibility criteria as per BIG guidelines) and prepare for deeper technical/financial review.• Support documentation and coordination for short-listing, presentation rounds (logistics, invites, minutes).• Monitor applicant progress and provide hand-holding follow-ups (connect with mentors, track proposal drafts).• Prepare regular reports (weekly/monthly) on outreach metrics, number of applications, conversion to shortlisted, etc.• Any other ad-hoc tasks related to the BIG 25 process (e.g., event coordination, liaison with mentors/investors/incubation teams).		
Travel	As and when required.		
Eligibility	Pursuing B.Tech. / B.Sc. / M.Tech / M.Sc. in Biological Sciences, Biotechnology, Bioengineering, or Allied Areas in Life Sciences (2nd year onwards)		

Desirable	<ul style="list-style-type: none"> • Graduate or post-graduate in Biotechnology/Life Sciences/Engineering/Management or related discipline. • Strong communication and coordination skills (for outreach, applicant engagements). • Comfortable with MS Office, databases/spreadsheets; able to track and report data. • Interest in start-ups, innovation, biotech ecosystem. • Ability to work proactively in a fast-paced environment; good organisational skills.
Communication	<p>Apply now: https://forms.gle/pfYKsKjimmuLdyrp7</p> <p>Note: Applications without job code won't be accepted</p>