

UCeed Haskayne Student Fund (UHSF) - Internship

Innovate Calgary

CALGARY, ALBERTA

Innovate Calgary is the technology transfer, business incubator for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with UCalgary researchers, students, and other members, to help bridge the gap between discovery and creating economic and societal impact.

UCeed is a venture capital fund that invests in pre-seed and seed-stage startup companies from the UCalgary community. Its mandate is to commercialize research, facilitate investment education, and generate returns. Current UCeed funds include UCeed Health (child and general health) and the UCeed Haskayne Student Fund (UHSF), a student-managed venture capital program. A Social Impact fund and Energy Transition Fund are planned to launch in Q1 2021 and late 2021, respectively.

We provide a unique environment for employees combining a flexible working environment with significant exposure to the breadth of UCalgary's growing innovation and entrepreneurial ecosystem.

We are currently seeking internship opportunities in:

UHSF INTERNSHIP

Job Title:	UHSF Internship
Time Period:	Two positions starting January 2021 (15 hours/week during academic year and then FT until August 2021).
Faculty/Admin Area:	Innovate Calgary
Job Family:	Intern Student - Hourly

These positions will support the New Ventures group and serve as a UHSF representative. This role will support the student experience. Ideally, the intern may have participated as a UHSF student. In this role, the intern will work directly with managing partners providing investment support at UCeed and support the development of additional UCeed funds. In this role, the intern will be working closely with all levels and will have a significant opportunity to contribute to:

- Respond to inquiries regarding student fund activity or business throughout the summer;
- Coordinate communication with relevant stakeholders (companies, speakers, other funds, etc.) and record pertinent information making it accessible to new and returning students, and UCeed staff;
- Maintain and update the UHSF portfolio company materials (in the CRM system or other file storage platforms) and track investment performance;
- Evaluation of companies considered for investment in multiple verticals;
- Support due diligence activities for companies in multiple verticals;
- Supporting with closing approved investment;
- Develop business implications based on observations, interviews, and analyses;

- Establish and support the rhythm of business activities related to reporting, including audit planning cycle and metrics
- Supporting the launch and set up of new funds;
- Participate in Investment Advisor meetings as assigned;
- Assist with enhancing current operational procedures;
- Assist with establishing metrics to define success in their position;
- Report weekly on activities and outcomes.

In addition to the primary responsibilities listed above, the intern will experience a broad range of Innovate Calgary activities and contribute to other projects across the organization as required.

This full-time internship position is for approximately 32 weeks to be carried out during regular business hours (Monday to Friday from 8:30 a.m. to 4:30 p.m.). Working late day or early evening may be required, of which, are scheduled in advance.

QUALIFICATIONS/EXPERTISE:

- Be a returning member (2nd year of programming) of the UCeed Haskayne Student Fund;
- Have shown considerable initiative in the inaugural year of the program;
- Excellent computer skills: Microsoft Office (Word, Excel, Access), Internet/web and email;
- Excellent written and verbal communication skills (in person and over phone and email);
- Time management, organizational and interpersonal communication skills;
- Knowledge of University structures, policies and procedures;
- Ability to work in both an ambiguous and structured environment;
- Familiarity with CRM systems is considered an asset;
- Attention to detail, writing and editing skills.
- Proven team player with the ability to work independently and interdependently with others.

Interested applicants can forward their **one page letter of intent/cover letter and resume** to Human Resources hr@innovatecalgary.com.

We thank all applicants for their interest; however, we will only contact persons from whom we need further information, or who are being considered for an internship.

Application deadline: End of day, December 13, 2020.