



Opportunities as Coordinators in the Centre for Entrepreneurship Development and General Studies

Mountain Top University invites applications from academic and non-teaching staff in the University to coordinate the following activities in the Centre for Entrepreneurship Development and General Studies of the University:

Centre for Entrepreneurship Development & General Studies

- i. Coordinator, Taught Courses
- ii. Coordinator, Practicals
- iii. Coordinator, Entrepreneurship Community
- iv. Coordinator, Programmes
- v. Research & Publications
- vi. Coordinator, Centre Business Operations

i. Coordinator, Taught Courses.

Duties

- a. Manages the full delivery of the Entrepreneurship curriculum;
- b. Organizes the Entrepreneurship classes to ensure delivery & standards;
- c. Coordinates the facilitation, assessment & grading of all classes;
- d. Ensures the capturing of attendance of all students;
- e. Reports to the Director of Entrepreneurship.

ii. Coordinator, Practicals

Duties

- a. Manages & coordinates the operations of Entrepreneurship practical;
- b. Coordinates the organization of practical classes & venues;
- c. Ensures proper arrangements for the smooth class deliveries;
- d. Sources, liaises & manages relationships with practical facilitators;
- e. Coordinates the facilitation, assessment & grading of practical classes;
- f. Reports to the Director of Entrepreneurship.

iii. Coordinator, Entrepreneurship Community

Duties

- a. Oversees the day to day activities of the community;
- b. Facilitates the integration of MTU into Entrepreneurship competitions;
- c. Oversees the organization of students into the various communities;
- d. Initiates activities for students to express entrepreneurship mindsets;
- e. Reports to the Director of Entrepreneurship.

iv. Coordinator, Programmes

Duties

- a. Initiates programs to enable entrepreneurial learnings & exercises;
- b. Works with industry to fund entrepreneurship competitions;
- c. Facilitates entrepreneurship conferences & programs;
- d. Reports to the Director of Entrepreneurship.

v. Coordinator, Research & Publications

Duties

- a. Coordinates the frequent gathering of data from our activities;
- b. Exploits research & publication opportunities in all our operations;
- c. Ensures the Centre publishes at least 3 viable publications every year;
- d. Reports to the Director of Entrepreneurship.

vi. Coordinator, Centre Business Operations

Duties

- a. Coordinates the day-to-day operations of the Centre's businesses;
- b. Ensures quality standards & effective service deliveries;
- c. Ensures detailed records (financial & non-financial) are kept & reported;
- d. Scouts & seizes business opportunities to increase the Centre's income;
- e. Reports to the Director of Entrepreneurship.

Interested members of staff (academic and non-teaching) should apply to the Registrar on before close of work 31st May, 2022.

The positions attract payment of stipends at the end of each semester.

Olufemi Oyewole
Registrar