



ISU Incubator Coordinator

The International Space University (ISU) is inviting applications for a post of ISU Incubator Coordinator. The successful applicant will be responsible for the planning and delivery of activities linked to the ISU Incubator, while at the same time supporting other ISU activities and in particular the Horizon Europe project ASTRAIOS.

ISU is the sole university worldwide devoted entirely to space education since 1987. It is made up of a unique network around the world with a Central Campus in Strasbourg (France), with hubs in the USA and the Asia-Pacific region, and partnerships with leading space organizations worldwide.

Responsibilities :

- Start-up support: initiate and follow pre-incubation and incubation support for the companies hosted in the ISU Incubator. On-site logistical support (help with registration (contact and full procedure with lawyers), support with visa procedure (with drafting of documents), banking etc.
- Incubator administration: drafting appropriate incubation agreements with incubatees. Annual monitoring and reporting of performance criteria and annual budget monitoring. Coordination with all ISU departments involved.
- Local/regional ecosystem management: Organisation of events at ISU and at local/regional level (outreach and communication, planning, logistics). Participation in local and international events at conferences and trade fairs. Development of institutional and private partnerships.
- Communication/marketing: outreach on social networks (LinkedIn) of the incubator's; activities and development of the incubator's general brand image (including the incubator's website). Creation of roll-ups, stickers, flyers and other material.
- Support the Horizon Europe ASTRAIOS project as part of the project team. Analysis of documents and support for document writing. Support for the organisation of events and activities. Support to the management of the project in cooperation with the Project Lead.

Your profile :

- Masters in business and management, entrepreneurship, economics, or related fields;
- Demonstrated expertise and experience in entrepreneurship;
- Knowledge of the space sector;
- You have a proactive attitude and excellent stakeholder management skills;
- Ability to be innovative, and to see tasks through to completion;
- Ability to work effectively both independently and as part of a multidisciplinary team; collaborating with colleagues from diverse backgrounds;
- Excellent knowledge of English (ISU's official language of instruction) and good knowledge of French;
- You are available full-time and based close to Strasbourg, France;
- Flexible, well-organized, creative and entrepreneurial



Interested candidates are invited to apply by e-mail: hr@isunet.edu, addressing their application to: ISU Human Resources, Parc d'Innovation - 1 rue Jean-Dominique Cassini – 67400 Illkirch-Graffenstaden - France.

To apply, please submit a cover letter describing your skills and why you are interested in this position, as well as your curriculum vitae (CV).

The International Space University is an equal-opportunity employer, and women and under-represented minorities are especially encouraged to apply.

This is a full-time position based at the International Space University (ISU) Central Campus in Strasbourg, France. The initial duration of the position is 18-months to support the ASTRAIOS Project. The successful candidate will have opportunities for professional development and networking within the space sector. Salary is commensurate with experience.

Review of applications will begin May 12th, 2024, and will continue until the position is filled.

Starting date: 15 June 2024 or earlier