



Department of Business Affairs & Entrepreneurship Center

Job Title: Female Campus Program Coordinator

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PMU's Department of Business Affairs & Entrepreneurship Center has an opening for a full-time position — Female Campus Program Coordinator

Prince Mohammad Bin Fahd University Entrepreneurship Center is seeking nominations and applications for the position of Female Campus Program Coordinator. PMU's Department of Business Affairs & Center for Entrepreneurship supports the university's internal/external business related activities. Services include, but are not limited to training services for future entrepreneurs, fund & manage new business ventures, and provide consulting & training services to existing business organizations, as well as support all business related duties for PMU.

Job Responsibilities: The Female Campus Program Coordinator reports directly to the Entrepreneurship Center Manager. In addition, the coordinator will assist the Center Program Managers. Duties include the following activities:

- Assist Program Managers in developing and delivering both external and internal workshops related to business, engineering and IT.
- Assist the Center Manager and Program Managers in their efforts to promote the culture of Entrepreneurship amongst PMU students, faculty and staff through Center marketing efforts.
- Assist Center Manager and Program Coordinators with coordinating activities between the Center and other PMU Colleges, i.e. College of Business, College of Engineering and College of IT.
- Assist Program Managers to maintain database of government agencies and business organizations related to new business development.
- Provide additional administrative support as necessary.

Qualifications: High School diploma and between 1-3 years of work experience. Good administrative and computer skills.

Salary and Benefits: TBD