

## **Job Description**

### **Position: IDEAL Trainee**

### **Institute for Design Thinking, Entrepreneurship & Leadership (IDEAL)**

### **Habib University**

#### **ABOUT IDEAL:**

IDEAL at Habib University is a pioneering institute dedicated to transforming how we think, collaborate, innovate, and solve real-world challenges through the power of design thinking, systems thinking, entrepreneurship, leadership, and making practices. IDEAL fosters a vibrant ecosystem that connects students, faculty, alumni, and industry partners to build creative confidence and generate impactful solutions.

Drawing from global best practices and partnerships, including Stanford, UC Berkeley, and the HIVE at Claremont Colleges, IDEAL empowers the Habib University community to explore bold ideas, pilot new interventions, and create a purpose-driven future.

The IDEAL Associate is a high-energy role supporting the core academic, training, operational, and engagement functions of IDEAL.

#### **POSITION SUMMARY:**

The IDEAL Trainee will work under the supervision of the IDEAL team to support training and course design, marketing/communications, day-to-day operations, and program delivery at IDEAL. This role is relevant for individuals who are passionate about design, creativity, innovation, learning environments, and community engagement.

#### **KEY RESPONSIBILITIES:**

#### **1. Designing Trainings, Courses & Academic Support (50% of the role)**

##### **Training & Workshop Support**

- Assist in designing, planning, and executing trainings and workshops for:
  - Industry partners
  - Students
  - Alumni
  - Faculty
  - Staff
- Support creation of worksheets, tools, exercises, and hands-on learning materials.

##### **Academic & Pedagogical Innovation**

- Contribute to the development of liberal core and elective course materials related to:
  - Design Thinking
  - Systems Thinking
  - Entrepreneurship

- Maker- experience
- Provide logistical support to faculty delivering IDEAL-related courses.
- Maintain repositories of training resources and course collateral.

#### **Design & Content Development**

- Help produce the content for:
  - Presentations
  - Course decks
  - Training collateral
  - Activity sheets
  - Reflection tools

## **2. Marketing, Outreach & Communications (25% of the role)**

#### **Digital & Print Marketing**

- Assist in creating marketing collaterals including (but not limited to):
  - Brochures
  - Flyers and standees
  - Videos and reels
  - Email campaigns
  - Newsletters

#### **Website & Social Media**

- Help update and maintain the IDEAL website.
- Support social media management including:
  - Content creation
  - Posting and scheduling
  - Engagement and analytics

#### **Community Engagement & Representation**

- Support IDEAL's presence at conferences, fairs, and external events.
- Represent IDEAL at booths, info desks, and industry interactions.

## **3. Operational & Day-to-day Support (25% of the role)**

#### **IDEAL Space Operations**

- Support daily functioning of IDEAL spaces, including the BUILDBox (makerspace).
- Manage space bookings, access requests, and scheduling.
- Ensure IDEAL spaces remain organized, functional, and well-maintained.

#### **Event & Program Coordination**

- Assist in organizing events, talks, hackathons, short-courses, industry challenges, and conferences hosted at IDEAL.
- Coordinate with internal departments such as Facilities, Security, Student Life, Registrar's Office, IT, and MarComm for event execution.
- Support logistics such as setup, registration, catering, AV needs, and material procurement.

### **Procurement & Financial Support**

- Raise purchase requisitions for events, materials, and miscellaneous supplies.
- Support in preparing and tracking invoices and reimbursements.

### **Documentation & Reporting**

- Help prepare presentations and short reports for internal and management reporting.
- Maintain basic records of events, attendance, inventories, and procurement documentation.

## **SKILLS & QUALIFICATIONS**

### **Education**

- Minimum 16 years of education (Bachelor's degree).
- Preferred fields: Communication & Design, Product Design, Research & Policy or other related disciplines.

### **Experience**

- 0-2 years of relevant experience preferred (fresh graduates are also encouraged to apply).

### **Competencies**

- **Strong communication, public-speaking and people engagement skills.**
- Basic familiarity with design thinking and/or entrepreneurship.
- Strong organizational and time-management skills.
- Ability to work collaboratively with diverse teams.
- Basic proficiency in Word, Excel, Figma/Canva/Adobe Illustrator/Adobe Photoshop.
- Ability to take initiative, learn quickly, and manage multiple tasks.

### **Desirable knowledge/competencies**

- Experience working with workshops, trainings, or creative spaces (makerspaces, labs, studios) is a plus but not compulsory.
- Comfort with prototyping, experimentation, and hands-on learning.

### **What You Will Learn at IDEAL**

- Practical exposure to cutting-edge knowledge in design thinking, systems thinking, entrepreneurship, and leadership.
- Experience designing program materials, visual content, and learning tools.
- Collaboration with industry partners and cross-university stakeholders- which is a networking opportunity.
- End-to-end event, workshop, and training management.
- Experience working in a creative, innovative, hands-on environment centered on experimentation and interdisciplinary problem solving.