

Yukon University  
Statement of Qualifications  
**Business Initiatives Officer**

Department: Innovation & Entrepreneurship Centre, Continuing Studies

Location: Whitehorse, Yukon

Date: March 2021

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Essential Qualifications (assessed in screening process)

Education and Training Relevant university degree combined with business experience gained in an innovation and/or entrepreneurial environment; A completed MBA is an asset.  
5 years of related experience that may include: teaching in business, marketing, business development, or other relevant courses; venture incubator/accelerator experience and/or professional experience in an entrepreneurial context; experience having launched their own innovative or entrepreneurial project or venture or an equivalent combination of education and experience

Demonstrated Abilities

1. Strong network development skills and ability to work with and build relationships stakeholders and individuals across cultures, education levels and sectors with different agendas; consensus builder; creates engagement without alienation
2. Experience supporting Yukon entrepreneurs and innovators, experience as an entrepreneur is an asset.
3. Experience working with and understanding of the current needs and gaps of Indigenous, newcomer, underrepresented, or otherwise with equity-seeking groups in entrepreneurship and innovation is considered a strong asset
4. Strong experience in program and delivery as an educator, trainer, and/or facilitator
5. Strong relationship building skills and an entrepreneurial approach that leverages further opportunities;
6. Strong analytical reasoning and decision-making skills (financial, planning, operational);

Equivalency: None

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Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

1. Knowledge of core frameworks in entrepreneurial advancement, such as human centred design, sprint planning, lean start-up, business model development, start-up financing and more;
2. Knowledge of program operations and program management;
3. Knowledge of communications strategies, marketing, media relations, and coordination of public events;
4. Knowledge of teaching/facilitation techniques, and proven ability to engage cohorts for individual and collective development

Abilities:

1. Ability to coordinate and administer multiple projects in the entrepreneurial and innovation space;
2. Ability to administer complex budgets;
3. Excellent organizational skills and project management skills, detail-oriented;
4. Excellent ability to creatively problem-solve, showing innovative and flexible thinking in approaching initiatives and opportunities

5. Ability to handle a schedule that is constantly changing with multiple and competing deadlines, and to increase the pace of work to meet these deadlines;
6. Ability to negotiate effectively and work with high level partners.
7. Ability to supervise and support temporary staff;

Personal Suitability:

1. Demonstrated drive to solve problems collaboratively;
  2. Bias to action, entrepreneurial mindset and comfortable in a fast moving, fun and constantly changing environment;
  3. Strong self-starter skills, with the ability to quickly adapt to new and evolving ideas;
  4. Excellent communication skills, both written and oral and excellent relationship building skills;
  5. Strong customer service and relationship building skills;
  6. Work in an interdisciplinary and cross-cultural environment.
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