Columbia Global Centers | Mumbai (CGCM) functions as a knowledge hub and develops research-based programs and activities on key challenges relating to India in the global context.

Duties & Responsibilities
Reporting to the Director of the Mumbai Center, the Senior Program Officer for Economic Opportunity and Innovation is responsible for the following activities:

- Designing programs and proposals that lead to concrete research and public activities around issues related to innovation, digital entrepreneurship, and the future of work
- Engaging with faculty from across Columbia University’s colleges, departments, research centers, and professional schools for establishing programmatic and research activities
- Developing close working relationships with potential Columbia partners in India, including universities, research centers, government entities, and private firms
- Executing program events and supervising logistical planning, budgets, publicity, and program execution
- Writing proposals, reports, and essays for the newsletter of the Center
- Participating in monthly calls with other program staff across the Columbia Global Centers network and attending occasional program staff meetings
- Traveling on occasion in India and abroad to advance the goals of the Center
- Performing other duties as required to meet the goals and mission of the Center and the global centers network

The ideal candidate should have the following competencies:

- Post-graduate degree in Business, Engineering, or related fields required
- Relevant work experience of 7-10 years in program management related to innovation design and entrepreneurship, especially work and finance
- Excellent writing skills in English, error-free and evidence-based
- Excellent coordinating skills and a passion for public programming
- Ability to work responsibly, take initiative, and generate new ideas
- Knowledge of research and higher education institutions in India
- Work experience or education in international institutions (especially in the United States) highly desirable
- Ability to work in a collaborative fashion
- Excellent verbal communication skills in English
- Good organizational abilities, including familiarity with budgeting

To apply, please send a copy of your current resume and a cover letter to cgcm.programs@gmail.com no later than June 8, 2018.