



## General Information

Privilège Student Ventures (PSV) is a non-profit organization with the goal of educating students and, in so doing, help shape the next generation of entrepreneurs and investors. Students will learn about entrepreneurship and venture capital and will be responsible, under the guidance of mentors and with the supervision of the Board, for selecting and investing in startups from their respective universities.

We are looking for highly committed students to join us as **Operations Manager** for the academic year 2022/2023. You will attend the program on a purely volunteer basis together with other outstanding students and interact with the [Privilège family](#) and the board members of PSV ([Jacqueline](#), [Matteo](#), [Marco](#), [Edoardo](#), and [Umberto](#)). The role will enable you to learn how to invest in promising ventures in your local ecosystem. Furthermore, you will be able to interact with your fellows and to receive mentorship and guidance by an important network of VCs, experts and entrepreneurs from whom you will be able to leverage and build a tremendous network which can open doors for your future development and career.

The program will be highly flexible and allow you to manage your schedule and deadlines. Nevertheless, you will be required to attend specific sessions where you will receive guidance and learn how to perform your activity. Given the estimated workload, we expect students to commit between 6-8 hours per week during the program.

## Your responsibilities

The Operations Manager will be responsible for defining and managing internal processes related to Privilège Student Ventures and will have the opportunity to use his problem-solving skills to optimize the way the program is run. He will also act as the main contact point for portfolio companies, thereby getting unique insights into how early-stage ventures operate.

### (a) Define and manage internal processes

- Define with the help of the board the investment process in all its details
- Define and agree with the Board the curriculum for students in the program (e.g. webinars and lectures)
- Assist and support the team in any operational issue

### (b) Assist portfolio companies

- Manage the closing process
- Be the contact point for portfolio companies
- Gather resources to help portfolio companies (e.g. legal resources, hiring support program) and support them in their initial journey



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## Your personality

- You are passionate about startups and innovation
- You are proactive, accountable, and ready to take the lead on tasks
- You have an excellent working attitude and good interpersonal skills
- You can address complex problems and processes by breaking them down into parts
- You are tech-savvy and can learn quickly new software
- You are well organized and structured
- You are fluent in English