

JOB OPENING

50% position – available effective immediately

DEPUTY ACADEMIC DIRECTOR

Undergraduate & Graduate (UGG - BBA + MASTERS)

The Deputy Academic Director reports to the Chief Academic Officer.

Business School Lausanne is looking for an intrapreneurial Deputy Academic Director for its Undergraduate and Graduate programs (BBA and Master in International Business).

Profile of the Candidate

Educational and Professional Profile:

- Ph.D. in one of the fields of Business Administration or DBA (**Mandatory**)
- Professional experience in Business in a leadership, managerial or entrepreneurial position

Personal Profile:

- Ability to solve problems
- Promoter and relationship builder
- Ability to make decisions that take into account constraints
- Ability to work with the resources at hand
- Initiative and autonomy
- Timely achiever
- Ability to create value
- Innovator

Skills:

- Understanding and vision of the development of Business Education in the 21st century
- Planning of educational operations: class scheduling, staff selection, calendar creation
- Academic and career counseling
- ECTS and US credit systems management
- Proficiency in using IT solutions for education
- Native English speaker or perfect written and oral English (C2 level)
- Proven coaching and mentoring skills

General Information

Most of the activity takes place on the campus of Business School Lausanne: the candidate will preferably live near the campus (50 km maximum)

Position Details

General Obligations:

- Accepts and defends the Mission of Business School Lausanne
- Shows perfect transparency in all fields of activities
- Brings appropriate suggestions for improvement of/ and support quality and accreditation systems, including ISO and Accreditations
- Is submitted to the secret of function

Key Responsibilities:

Marketing process

- Regularly update the content of UGG pages on the website
- Create and provide timely & systematic UGG content for social media (Blog, LinkedIn, Instagram, FB)
- Collaborate to the creation of the relevant marketing materials, including writing texts, reviewing brochures with clear, succinct messaging
- Elaborate external and internal communication on UGG programs
- Collaborate with Marketing for all marketing initiatives

Admission and recruitment process

- Interview future students
- Review and make unbiased decisions regarding scholarships
- Participate in school visits

Teaching process

- Select, assess and recruit professors in line with accreditation requirements
- Set up and communicate academic timetables and calendars, including assessment timetables and calendars, created in coordination with the Faculty
- Coordinate capstones and internships in collaboration with the Career Center
- Supervise the organization of the Business Innovation Weeks (4 times per year, once per term)
- Manage timetables, grades, transcripts and syllabi in the LMS
- Supervise the acquisition of teaching material
- Solve all problems related to the management of the UGG programs
- Advise and follow-up on all budget questions related to UGG
- Lead the reflection regarding the evolution of the UGG curricula and align with Chief Academic Officer (yearly process)
- Create and maintain contact lists of students and faculty
- Maintain information on CRM (Salesforce) with great accuracy and timeliness
- Handle student inquiries: change or adaptation of programs, grades, absenteeism, study skills and academic predicaments
- Develop healthy relationships with UGG students (guidance) and faculty (empowerment)

Monitor spending and forecasts – budget allocations and expenses

Mission:

- Favor the studies of the students; make decisions for credit transfers, disciplinary process, appeals on grades, etc.
- Help fair-play decision making regarding Faculty and students
- Co-chair the Academic Committee (4x per annum)
- Chair Faculty Meetings (4x per annum – before each term start)
- Liaise with the Student Council
- Be visible

We request all applicants to send their documents electronically to dean@bsl-lausanne.ch, with the subject line: “Application – Deputy Academic Director” and with your documents (Motivation Letter, CV, Supporting Documents, other deemed necessary) attached in a .pdf format

Candidates meeting the requirements for this position will be contacted directly via email or by phone to set up preliminary interviews.

Thank you for your interest in Business School Lausanne and we wish all candidates Good Luck!

Conseil d'Administration
Philippe Du Pasquier - Président
Jean-Pierre Du Pasquier - Administrateur délégué

Management
Dr. David Claivaz
CEO @ LSGS, Acting Dean @ BSL

International Relations
Dr. David Claivaz
Prof. Dr. Dominique Bourqui

Accounting
Massimo Baroni
Head of Accounting and HR support

General Academic Direction
Prof. Dr. Dominique Bourqui
Chief Academic Officer and Director Doctoral School

Independent Bodies

Dean's Office
David Kibbe
Head of Dean's Office and Marketing

UGG Programs
TBD
Deputy Academic Director

Executive Education
Dr. Agnieszka Kapalka
Deputy Academic Director

Industry Relations
Daniele Tici
Head of Career and Industry Relations

DAS Sustainable Business
Sasha Nick
Scientific Director

General Academic Direction's Office
Merce Corcuera
Head of Learning Management and Education

Faculty Club

Academic Committee

Student Council

Students Recruitment
Melanie Le Chêne
Head of Students Recruitment and Admissions

Students Recruitment
Ranjay Ghai
Program Expert

Reception and General Administration
Nicolas Du Pasquier
Receptionist

Maintenance
Agostino Persano
Building Attendant

Faculty