

## **JOB OPENING**

**100% temporary position (7 mo.) – available immediately**

### **Administrative Support to the Academic Direction**

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*Business School Lausanne is looking for a tech savvy, Administrative Support Assistant to the Academic Direction's office of Business School Lausanne.*

#### **Profile of the Candidate**

##### **Educational and Professional Profile:**

- Bachelor Degree or CFC de commerce (or title deemed equivalent) supplemented by 3 to 5 years' experience in a similar function.
- Professional experience in Administrative Support function
- Mastery and experience in using Microsoft tools (Word, Excel, Outlook).
- Excellent understanding of Information Systems and associated tools, as well as an ease in adapting quickly to and understanding software and various operating systems.
- At ease with digital tools and diverse digital technologies (Google Drive, Sales Force, CRM systems, etc).
- Very good analytical, synthesis and writing skills are essential. Prior knowledge of the Swiss education system and academia and / or public administration would be an asset.

##### **Personal Profile:**

- Initiative and autonomy
- Quick learner
- Keen sense of organization
- Management of priorities
- Pragmatic approach to problem solving
- Speaks and writes clearly and effectively
- Shows persistence when faced with difficult problems or challenges and knows how and when to seek assistance
- Happy to work in front of a computer
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results
- Focused on details and precision, methodology and rigor
- Deep understanding and respect for privacy, digital security, informed consent (GDPR)
- Ability to collaborate with different stakeholders and meet their expectations

##### **Skills:**

- Managing of diverse systems and diverse technical environments
- Planning of educational operations: class scheduling, staff selection, calendar creation are plus but can be learned if not yet mastered
- Proficiency in using IT solutions and/or capacity to quickly learn technological tools
- Native English speaker or perfect written and oral English (C2 – CEFR standard)

## 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). The main working language is English although French is also a common working language at BSL.

The Administrative Support Assistant reports to the Chief Academic Officer.

The Administrative Support executes specific tasks on the request of the Chief Academic Officer, the Under Graduate and Graduate (UGG) Deputy Academic Directors and the Head of Student Enrollment.

### General Obligations:

- The Admin Assistant accepts and defends the Mission of Business School Lausanne
- The Admin Assistant shows perfect transparency in all fields of activities.
- The Admin Assistant brings appropriate suggestions for improvement of/ and support quality and accreditation systems, including ISO and ACBSP
- The Admin Assistant is submitted to the secret of function

### Responsibilities:

- Marketing & Communication Process
  - General support to the process
  - Execution of tasks requested by the Chief Academic Officer
  - Execution of tasks requested by the Head of Student Enrollment
- Student Recruitment & Admissions Process
  - General support to the process
  - Execution of tasks requested by the Chief Academic Officer
  - Execution of tasks requested by the Head of Student Enrollment
- Education & Academics Process
  - General support to the process
  - Execution of tasks requested by the Chief Academic Officer
  - Execution of tasks requested by the UGG Deputy Academic Director
    - BEGINNING OF THE TERM
      - Timetables on BIRI (proprietary LMS)
    - END OF THE TERM
      - Graduation process and admin preparation
      - Faculty Bonus calculations
        - Check of the requirements and faculty bonus calculation
    - DURING THE TERM
      - Follow-up on the attendance (Google classroom and Biri) and report to the UGG Deputy Academic Director
    - END OF THE YEAR
      - Transcript prep, signing, printing, scanning and storage
    - RELATED TASKS
      - Student and Alumni transcript requests
      - Archiving
      - Collection Master Theses, second grading, other various
      - Production of certificates for seminar students / E-CAS

- Support Process
  - General support to the process
  - Execution of tasks requested by the Chief Academic Officer
  - IT platform Management (HBR, Turnitin, CRM, LMS, Perlego, EBCSO)
  - Management and follow-up on technical issues with the LMS
  - Backup of the CRM

**Mission:**

The Administrative Support Assistant gives leverage to the actions of the Academic and Enrollment Directions. The organization of the Administrative Support Assistant focusses on timely delivery of the outputs requested by the Academic and Enrollment Directions.

We request all applicants to send their application electronically to [dean@bsl-lausanne.ch](mailto:dean@bsl-lausanne.ch), with the subject line: "Application – Administrative Support Assistant". Please attach your documents (Motivation Letter, CV, Supporting Documents, other deemed necessary) 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!