

JOB OPENING

80% permanent position – starting December 1st, 2022

Head of Careers and Industry Relations

Business School Lausanne is seeking an intrapreneurial Head of Careers and Industry Relations. Strategically, the role's mission is to position BSL's students and graduates as a preferred choice of employers due to their unique added value: leadership beyond business as usual. The position aims to build the bridge between students' academic experience and their transition into the business world by offering a portfolio of opportunities for engagement with companies, internships, and job prospects.

Profile of the Candidate

- **Educational and professional profile**
 - MBA or equivalent degree in Human Resources
 - minimum three years of professional experience in business and leadership in a managerial position
 - ideally, a business coach certificate
 - existing corporate professional network in CH
 - experience in employability development and career transition
- **Personal profile**
 - empathy
 - outgoing personality
 - promoter and relationship builder
 - ability to create value for all stakeholders
 - business development and sales acumen
 - high standards of professional ethics and privacy
- **Skills**
 - adapt communication to the client's vision, needs, and expectations
 - the ability for interdisciplinary subjects
 - native English or perfect oral and written English (C2)
 - perfect oral and written French (C2)
 - written communication skills (at ease with presentation, reports, etc.)
 - autonomy and independence in setting up offers and operations
 - budgeting skills
 - proven coaching and mentoring skills
 - online platform administration
 - negotiation skills

Mission – Careers and Industry Relations Office

To envision, create, implement, and manage employability tools for students across programs while nurturing industry and Alumni relations in Switzerland and internationally and developing Business opportunities for BSL. By providing tools and connections, the career office pro-actively encourage students and Alumni to connect with their career aspirations, creating value for all stakeholders. Students' Employability is strengthened with the support of career counseling sessions, mentoring programs and strategic connections among students, faculty, administration, and company representatives in Switzerland and worldwide.

Job Description

The Head of Careers and Industry Relations reports to the Chief Academic Officer.

General Obligations

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

Responsibilities

Marketing & Communications Process

- Developing relationship with Alumni by
 - Identifying all BSL alumni on social media, connecting with them on social media, contacting them and collecting their most recent contact details
 - Creating Alumni contact details in a mailing list
 - Managing Alumni contact details and updating them on a yearly basis
 - Organizing and delivering 12 Alumni-oriented online (Ex: a one-hour conference for example) or off-line events per year (one per month).
 - Developing and Managing the Alumni Mentoring Program connecting Experienced Alumni to Graduating students while continually sourcing industry talents willingness to mentor BSL students (Ideal ratio of 50 % alumni mentors and 50% industry mentors)
 - Developing consultancy with the Alumni President for a concept for the alumni network (ex. online, offline, mixed, platform) and supporting the Alumni President in its launch and operation.
 - Preparing regular internal and external written communication related to the alumni network and its activities to be shared on social media
 - Creating a series of Alumni portraits (who is who?) to be shared in social media posts (ideal target being 1 short post a week)
 - Identifying key Alumni stories related to careers, conducting the interviews of those stories and sharing the information with Marketing, which will showcase their inspiring stories on our communication channels. (6 alumni interviews a year)
 - Keeping a sparkling social channel of communication with Alumni network on LinkedIn in order to share news, stories and opportunities of different nature
 - Providing regular feedback and a written summary report with metrics every six months on the development, activities and successes of the Alumni network created.
 - Providing the Dean with a budget prior to engaging any expense
- Management of Industry Relations by:
 - Developing and growing the number of Industry partners
 - Definition of a strategy for the development of the industry relations
 - Providing a yearly written summary report with metrics (in June) on the actions led in the framework of industry relations management and development.

The report should include

- The strategy roadmap for the yearly operations
- Detailed contacts of the companies involved
- Description of actions conducted
- Description of the output of the actions conducted
- Nurture relationships with Faculty to fine-tune about Guest Speakers and about key industry representatives and non-academic opportunities to be introduced to
- Creating a series of company portraits BSL is collaborating with every given year, to be shared in social media posts
- Producing Alumni Career-Related & Industry Relations content for Marketing to send out via email
- Providing the Dean with a budget prior to engaging any expense
- B2B Business line
 - First point of contact for all B2B opportunities in relation with the Faculty Code of Conduct application and operation
 - Supporting Business Development Consultant throughout the sales process with customization of blended concepts and design professional development trainings/seminars for clients
 - Yearly written summary report on the Code of Conduct B2B opportunities (In June)
 - Providing the Dean with a budget prior to engaging any expense

Student Recruitment & Admissions Process

- Co-presenting and co-attending High Schools Presentations and Fairs, Enrollment/Sales Fairs when needed, Open House presentations.
- One-to-one Career assessment with candidates at last phase of enrollment to serve as closing tool and fine tune with applicants about their final questions related to careers

Education & Academics Process

- Organizing company visits in the Vaud, Geneva, and Zurich cantons (1 visit per term).
- Managing Internship journey for UGG students
 - Assuring that at least 80% of all students eligible for an internship can do one
 - Sharing key information about timelines
 - Connecting students and opportunities
 - Preparing and dispatching all Internship Agreements
 - Conducting interviews for testimonials during Graduation to share with the greater community
 - Identifying key students' stories related to careers, conducting the interviews of the students and sharing the information with Marketing, which will showcase their inspiring stories on our communication channels (ideally 6 - 10 student interviews a year)
 - Providing the Dean with a budget prior to engaging any expense
- Increasing students' employability by:
 - Conducting tailor-made and group counseling sessions including, employment/internship search, mock interviews, to support all students self-branding and creating career options
 - Building bridges with International Companies/NGOs/SME/Startups to open to career-related opportunities as well as developing a larger network of recruiters
 - Identifying Guest Speakers from the Industry, aiming at giving perspective to students and help students inviting industry experts to academic classes

- Identifying Guest Speakers from the Industry, aiming at giving perspective to students and organizing six non-compulsory workshops for students on employability related topics (online and/or offline)
- Connect students and Alumni to extracurricular activities aimed at increasing employability: external languages teachers, network events, industry representatives, companies, and recruiters where appropriate or when needed for student-led activities (i.e., BIW)
- Creating a comprehensive and dynamic list of the partners listed above (ex: guest speakers, recruiters, partner companies for student career opportunities- to be shared internally)
- Providing a yearly written summary report with metrics (in June) on the actions led to increase Student employability

This job description is for an 80% position: 50% for students-related tasks, 20% for Alumni-related tasks, 10% for BtoB-related tasks

Application

We request all applicants to send their application electronically to 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!