

JOB OPENING

50 % – available November 1st, 2024

EXECUTIVE EDUCATION DEPUTY ACADEMIC DIRECTOR

YOUR ROLE IN A NUTSHELL

BSL seeks a proactive and resourceful Deputy Academic Director for Executive Education (MBA, EMBA, CAS, DAS) with an upbeat, engaging personality and entrepreneurial mindset.

The Deputy Academic Director for Executive Education is primarily responsible for managing and developing the Executive Education programs at BSL.

The general obligations deriving from this role are to:

- Monitor and design the content of the Executive Education curricula with the Academic Direction
- Work with the marketing manager and the head of admissions to constantly improve the customer journey of BSL's future students
- Select and hire professors teaching in Executive Education programs with the Academic Direction
- Plan and communicate the course calendars of the Executive Education programs
- Support students of the Executive Education programs throughout their studies
- Control quality and take corrective measures in the application of the various standards of accreditation (ACBSP, ISO, ATHEA)
- Work on the future Accreditations portfolio BSL is developing
- Engage with Alumni of the Executive Education programs to enforce the reputation of BSL's brand
- Take part in the weekly Academic Directions committee, and execute the decisions taken that materialize for example in: communication to Students ; communication to Faculty, development or update of documents, handbooks, guidelines; organization of the General Academic Committee with the Faculty or; development of Faculty training sessions.

This position aims to develop BSL's Executive Education programs in Switzerland and abroad . In this capacity, the Deputy Academic Director for Executive Education works closely and in coordination with all business units of the School.

The Deputy Academic Director for Executive Education can also be asked to assist the Acting Dean or the Chief Academic Officer with special projects, such as accreditation and development of B2B offers.

The Deputy Academic Director is under the responsibility of the Chief Academic Officer.

Conditions

- Working hours: 21.25 at 50% (Reference 100%: 42.5 hours per week)

Profile of the Candidate

Educational and Professional Profile:

- PhD in Business Administration or a related subject (Marketing, Finance, HR, Entrepreneurship, Business Law, to name a few)
- A track record in scientific publishing is a plus
- Native English speaker or perfect written and oral English (C2 level)
- French (B1) or other European languages are a plus
- 2+ years of experience in a similar role
- Previous experience in the education industry is a plus
- Previous experience as business unit manager
- Project management experience
- Experience coaching and/or mentoring team members

Personal Profile:

- Client Relationship Management Mindset
- Personal and professional skills:
 - Accountability versus “not my job attitude “
 - Being able to manage multiple tasks with competing deadlines.
 - Responds to routine & non-routine inquiries regarding campus operations, policies and procedures.
- Excellent project management skills, strong attention to detail, ability to navigate between demanding timeframes and priorities.
- Excellent writing and composition skills.
- Strong analytical/problem-solving skills using sound judgment and reflection.
- Provides high quality customer service orientation.
- Strong communication and interpersonal skills to communicate effectively throughout all levels of staff; both verbally and in writing, with excellent editing and proofreading ability.
- Strong ability to work as a leader and as a team member.
- Advising and counseling skills.
- Ability to use high-level discretion and maintain a high level of confidentiality.
- Diplomacy, professional appearance and demeanor.
- Sense of initiative and autonomy
- Proactive approach to problem solving
- Timely achiever- being able to quickly finish a started task and to ensure its completion in a timely manner

Key IT Competencies:

- Google workspace expert
- Zoom
- Learning Management System (LMS) experience is a plus
- Microsoft Office tools mastery

Position Details

Responsibilities

- Marketing process
 - Update regularly content of EE pages on the website
 - Create and provide EE content or ideas for social media (Blog, LinkedIn, Instagram, FB)
 - Collaborate to the creation of the relevant marketing material, including writing texts, reviewing brochures
 - Elaborate external and internal communication for and on EE programs
- Admission and recruitment process
 - Interview future students
 - Make decision regarding scholarships
 - Participate in school visit (if the admissions team is not available)
- Teaching process
 - Select and recruit professors in line with accreditation requirements
 - Set up timetables and calendars, including assessment timetables and calendars, in coordination with the Faculty
 - Coordination of capstone and internship in collaboration with the Career Center
 - Manage timetables, grades, transcripts and syllabi in the LMS
 - Supervise the acquisition of teaching material
 - Solve all problems related to the management of the EE programmes
 - Advise and follow-up on all budget questions related to EE
 - Lead the reflexion regarding the evolution of the EE curricula and align with Chief Academic Officer (yearly process)

Mission

- Favor the studies of the students, make decision for credit transfer, disciplinary process, appeals on grades, etc.
- Help fair-play decision making regarding Faculty and students
- Member of the Academic Committee
- Liaise with the Students Council, if necessary

Work-from-home policy:

BSL employees enjoy working from home one day a week for a full-time position. Presence on campus for the Executive Education Deputy Academic Director position is mandatory on Thursdays and Fridays when MBA/EMBA modules are ongoing. Work from home must be arranged up to a maximum of two days per month of cumulated time.

We request all applicants to send their documents electronically to dean@bsl-lausanne.ch, with the subject line: "Executive Education Deputy Academic Director" with your documents (Motivation Letter, CV, other deemed necessary) attached in a .pdf format.

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

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

We are looking forward to working with you!

Established in 1987, Business School Lausanne (BSL) is a private business school located in western Switzerland and is part of the Lemania Group of Swiss Private Schools. BSL was the first European business school to receive ACBSP certification in 1996. Today, BSL's ACBSP-accredited degree programs include BBA, Master, MBA, Executive MBA, and DBA programs. At BSL, students of sixty nationalities and diverse backgrounds join our experienced and practice-oriented faculty.

BSL ranked #2 for its Master of International Business and #4 for its MBA in the QS Global Business Masters and MBA Rankings 2019. BSL's DBA program also ranked #2 in the Global DBA Euro Rankings in 2022 and was shortlisted by CEO Magazine as part of their premie programs. BSL is a member of EFMD, a champion of the Principles of Responsible Management Education (U.N. backed PRME), and a member of the esteemed AACSB Business Education Alliance.