

HES-SO University of Applied Sciences and Arts Western Switzerland – Geneva is recruiting for the Geneva School of Business Administration in International Business Management a position of

**an UAS assistant to the department chairman at the rate of 50%
temporary position of 12 months**

We are offering a position in a dynamic environment and in close contact with the professional world, which allows you to:

- Develop teaching, administrative and organizational skills, in a teaching environment, related to the department's administrative and pedagogic activities
- Continue your education, for instance by undertaking a Master's degree
- Demonstrate autonomy and initiative given diverse activities

The candidate key responsibilities include:

- Provide a logistical and pedagogical support to the department chairman
- Participate in the external promotion of the program as well as internal communication
- Participate in administrative tasks relative to the management of an academic program
- Prepare and grade evaluations and exams
- Participate in research projects and mandates
- Prepare, coordinate and animate seminars and practice sessions
- Participate to department logistics and organizational tasks

Profile/Education:

- Bachelor's degree from a business school (or equivalent)
- Ability to communicate and write in French and English
- Ability to work in a team, strong communication skills
- Flexibility, independence, and organizational skills

Specificities:

- UAS assistants are hired, in principle, on a one year basis, renewable for a maximum of 4 years
- The salary rate for an HES Assistant corresponds to a class 8 – annuity 0 for people holding a Bachelor's degree and to a class 9 - annuity 2 for people holding a Master's degree

Deadline for application : August 8th, 2021

Starting date : September 1st, 2021

Place of work : Campus Battelle – rue de la Tambourine 17, 1227 Carouge

HES-SO University of Applied Sciences and Arts Western Switzerland – Geneva is an equal opportunity employer and offers competitive wages and benefits.

Please submit complete application (CV, motivation letter; copies of transcript and degrees) exclusively by e-mail to astrid.dauverne@hesge.ch.

For any further information, please contact the Human Ressources department of the Geneva School of Business Administration at raquel.pillco-vilchez@hesge.ch, tél. +41 22 558 64 87.