

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

Assistant UAS in Management of Innovation
Limited duration contract of 12 months, renewable
Activity rate : 50%

Haute école de gestion is the largest business school of the University of Applied Sciences and Arts Western Switzerland (HES-SO network) with approximately 1700 undergraduate students, and around 300 students in executive education programs. HEG-Geneva is a public, practice-oriented university, delivering Bachelor and Master degrees. Our programs are designed to train tomorrow's professionals. HEG-Geneva is positioning itself as the reference school in terms of applied management in the French-speaking part of Switzerland.

International Business Management is a young and dynamic department created in 2013. Providing a unique Bachelor program entirely in English, it currently hosts around 450 undergraduate students. Built on a mix of professors, lecturers and external lecturers with professional expertise, the department has contributed to increase the international activities of HEG-Geneva.

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

Mission :

- Prepare, coordinate and animate seminars and practice sessions, in particular with respect to the minor in "management of innovation"
- Prepare and grade students assignments, under the supervision of an associate professor UAS
- Manage a pool of external lecturers and guests
- Organize the logistics and planning of the courses in the minor
- Participate to the creation and organization of contacts between students and professionals
- Participate to research projects and mandates

Profile :

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

Characteristics of the position:

- The duration of this UAS contract is for 12 months, renewable up to four times
- The salary rate for an UAS assistant corresponds to a class 8 – annuity 0 for persons holding a Bachelor degree, and class 9 – annuity 2 persons holding a Master degree
- Depending on the profile of the selected candidate, the activity rate could be increased with additional activities in executive education programs and/or research projects

Deadline for applications: June 20, 2023 or until filled
Starting date: September 1st, 2023 or to be agreed upon
Place of work: Campus Battelle – Rue de la Tambourine 17 – 1227 Carouge

The HES-SO Geneva/HEG is an equal opportunity employer.

Please submit your application (CV, cover letter, diplomas and work certificates, most recent grades) by email only as a single pdf file to Professor Alexandre Caboussat: alexandre.caboussat@hesge.ch. Incomplete files or files that do not match the desired profile will not be considered.

Information regarding the job description, salary and working conditions can be requested from the HR department: raquel.pillco-vilchez@hesge.ch, tél. : +41 22 558 64 87.