

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

**a UAS assistant to the International Business Management department chair
at the rate of 80%-100%, 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:

- To develop skills in all activities related to the management of a department (teaching, administrative and organizational skills),
- Participate in the construction and development of an international tertiary education program,
- Demonstrate autonomy and initiative in a variety of activities.

The candidate key responsibilities include:

- Support the teaching staff in their teaching duties, including external lecturers,
- Prepare, coordinate and lead practical work and seminars,
- Prepare and correct assignments and examinations,
- Coordinate the department's community of teaching & research assistants,
- Participate in the realization of departmental projects (events, new programs),
- Support internal and external promotion and communication (student forums, open houses, digital communication).

Profile/Education:

- Bachelor's degree from a business school (or equivalent)
- Excellent communication abilities, perfectly fluent both in French and English
- Ability to work in a team, strong collaboration skills
- Flexibility, autonomy, and organizational skills
- Knowledge of the HES ecosystem and the International Business Management department is a strong asset

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 : July 7th 2024

Starting date : September 1st 2024 or upon agreement

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

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

Please submit complete application (CV, motivation letter; copies of transcript and degrees) exclusively by e-mail to astrid.dauverne@hesge.ch. Incomplete files or files that do not match the desired profile will not be considered.

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