

Executive Education Senior Manager

Lausanne, 31.5.2023

Are you passionate about sport, education and research?

Are you driven by developing projects and businesses?

Are you at ease when navigating a complex environment with numerous stakeholders?

Then join our motivated, international and young team of sports-minded people.

The International Academy of Sports Science and Technology (AISTS) is looking to hire a Executive Education Senior Manager. You will be in charge of:

1. Developing the portfolio of AISTS education programmes, in collaboration with the Executive Director
2. Leading on the design of and contributing to the delivery of AISTS education programmes

About AISTS

Established in 2000, AISTS has the mission to bring a positive contribution to the management of sport by developing and delivering multidisciplinary expertise in topics related to sport, including management & economics, technology, law, medicine & biology and sociology. AISTS accomplishes its mission through postgraduate and executive education as well as applied research and consulting.

In particular, AISTS delivers the ¹Master of Advanced Studies (MAS) in Sport Management and Technology on its Lausanne campus, in cooperation with world-leading universities and business schools (University of Lausanne, University of Geneva, EPFL, EHL, IMD) and sport organisations (International Olympic Committee, International Federations). Next to its MAS, AISTS organises a 12-months postgraduate certificate in India (AISTS INDIA PGCP), a range of short programmes and e-learning courses.

AISTS delivers research and mandates, with expertise in economic impact of sport organisations and events, sustainability and legacy, digitalisation of sport, sport event management and sport equipment compliance.

The role

As Executive Education Senior Manager, you will be responsible, in line with the AISTS strategy, for:

Education

- Evolving the delivery model of the AISTS education programmes, in collaboration with the Executive Director.
- Developing and creating the AISTS education programmes content by reviewing and evolving the curriculums in collaboration with all stakeholders of the programmes (AISTS MAS Scientific Committee, AISTS INDIA PGCP Steering Committee, lecturers and guest speakers, Programme Director, administration).
- Sourcing lecturers / guest speakers.
- Supervising participants' personal and group projects.
- Contributing to the participants selection process.

Management

- Collaborating with the Executive Director on strategic developments pertaining to the education programmes.
- Proactively contributing to the acquisition and promotion of AISTS education programmes.
- Managing and reporting on the budget allocated to the education programmes.
- Collaborating with the AISTS team and providing timely support to the administration and to the preparation and organisation of events (including in the evenings), conferences and seminars, marketing and communication.

¹The MAS is ranked number 1 by Eduniversal Best Master Ranking since 2015.

The Candidate

Expected skills and experiences

- Holder of a Master (MSc) degree in (Sport) Management and Business, Applied Sciences or Engineering with a keen interest for human development.
- 8 years of experience, with minimum 3 years in executive education, training or programme design, ideally for sport organisations; teaching or facilitation experience is a plus; familiar with Swiss higher education environment an asset;
- Relevant network in the sport industry and international sport organisations with strong business acumen.
- Strong understanding of the current trends and challenges in the sport industry.
- Strong project management skills with solid stakeholders' management and prioritization skills.
- Strong communication (both oral and written and editing of reports) skills in multicultural environment.
- Full proficiency in English and in French (3rd language is a plus).
- Good command of Microsoft Office environment (incl. Sharepoint) required; experience with AI solutions, data management and programming languages an asset.
- Experience with e-learning development is an asset.

Your behaviour and attitude

- Results driven, ability to sense priorities and client / service oriented.
- Dynamic personality with strong interpersonal skills.
- Ability to maintain a positive, pragmatic and open-minded attitude under stressful and operational situations.
- Strong organisational, analytical, project and time management skills, with excellent attention to detail.
- Diplomacy, tact and discretion. Keen sense of confidentiality.
- Flexibility to work occasionally in the evenings and on weekends.

Your future work environment

AISTS is a not-for-profit foundation created by the International Olympic Committee, EPFL, University of Lausanne, University of Geneva, IMD, EHL Business School, City of Lausanne and Canton of Vaud. AISTS offices are located in Lausanne, the Olympic Capital, in the Synathlon building of the UNIL campus, by the shores of Lake Geneva.

You will be working in an international team of 5-10 people passionate about and with experience in sport management and/or education, and reporting directly to the Executive Director. You will be navigating from senior environments, meeting numerous stakeholders from both academic partner institutions and sport organisations, to energetic atmospheres of AISTS education programmes and their participants.

The role requires on-site presence to lead on the operations of the programme; ad-hoc remote working possible according to business priorities. The office provides facilities to easily practice sport.

If this environment is appealing to you and meet the above requirements, please send us your CV, work certificates and cover letter outlining your interest, in English.

Submission of your application to hr@aists.org, Ms Aude Thévenaz, AISTS Head of Administration & HR.

Application deadline: 19 June 2023

Starting date: August or September 2023

Please note that only qualified applicants will be contacted and there will be no feedback given.