

Admissions Coordinator

The AISTS - International Academy of Sport Science and Technology – hosted at the campus of the Olympic Capital Lausanne - form inspiring managers and sport professionals worldwide. The AISTS was created by the International Olympic Committee and world-class universities: the EPFL, the University of Lausanne, the University of Geneva, IMD Business School and the EHL Hospitality School. AISTS flagship programme in the Master of Advanced Studies in Sport Management and Technology, ranked number 1 Worldwide. This position offers unique insights into the world of sport management in the Olympic Capital, home to more than 40 international sports governing bodies (International Olympic Committee and a multitude of International Sports Federations) and internationally through AISTS.

The jobholder will be working in the dynamic AISTS team of 10 people.

Role and responsibilities:

- Operate the admission process to recruit participants for AISTS academic programmes and its Master of Advanced Studies in Sport Management and Technology in particular, including:
 - Communication with prospects of the academic programmes
 - Follow up of the admissions communication plan
 - Coordination with the recruitment agents
 - Admissions Data Management and reporting on admissions KPIs
 - Coordination of the logistic and preparation for the recruitment events

Prerequisites:

- Proven experience with admissions in the sector of international education and a relevant network in the Olympic movement and/or in the sport industry.
- Professional level of English
- Excellent interpersonal and communication skills
- Excellent command of MS Office 365 suite, including Excel, Powerpoint and Sharepoint.
- Sport literate and passion for sport, ideally working experience
- Min. 2 years of work experience
- Valid work authorisation in Switzerland

Candidates not matching the prerequisites will not be considered.

Additional Competencies

- Experience in an international working environment
- Intermediate to advanced level of French

Personality

- Highly result driven
- Dynamic and multitasking personality
- Strong service orientation
- Team spirit, collaborative, and transparent attitude, ready to share knowledge and learn from others
- Strong organisational, analytical, project and time management skills, with excellent attention to detail
- Agility, and swiftness
- Creative and fast thinker, able to quickly develop solutions
- Sensitivity and tact

Dates: Start on mid-February 2024 or as soon as possible. This mission is until end of August 2024.

Work percentage: 50%

Work location: AISTS office, Synathlon building, campus of University of Lausanne

How to apply

Interested candidates matching the profile are encouraged to send their CV and cover letter in English outlining their interest and motivation to Ms Aude Thévenaz, Head of Administration and HR, at hr@aists.org.

AISTS Founders

