

Administration Coordinator

Lausanne, Switzerland - full time

Are you passionate about creating seamless experiences in education and sports?
Do you thrive in dynamic, multicultural environments?
Are you detail-oriented and service-driven?

Then join AISTS – the International Academy of Sports Science and Technology – and contribute to shaping the future of sports leadership.

About AISTS

AISTS, the International Academy of Sport Management, is a prestigious not-for-profit academic centre at the heart of the global sport industry. Founded in 2000 in Lausanne, Switzerland, it offers world-class education and advisory services in sport management. AISTS's unique multidisciplinary approach combines expertise in technology, management, economics, medicine, career and leadership. With a network of over 700 alumni, 100 distinguished lecturers, and partnerships with leading sport organisations, AISTS shapes the future of sport leadership. Located in the Olympic Capital, it serves as a bridge between academia and industry, promoting excellence in sport management to drive positive global impact through the power of sport.

Your role

As the Administration Coordinator, you will play a key role in delivering our Master of Advanced Studies (MAS) Programme and other continuing education programmes. Reporting to the Head of Administration and HR, you will, firstly, manage daily operations and support participants being in direct contact with them on a daily basis; secondly carry out administrative tasks to ensure smooth programme delivery.

Key responsibilities

MAS Programme coordination

- Act as the main contact for MAS participants regarding administrative and logistical matters.
- Under the guidance of the Head of Administration and HR, lead on the operations (on-boarding days, class set-ups, moodle, etc.)
- Coordinate administrative tasks internally and with external partners (e.g., EPFL, UNIL, Canton de Vaud).

Others programmes and events

- Contribute to the organisation of key events (Graduation Ceremony and external visits)
- Provide support for short programmes and e-learning courses, oversee on-site operations
- Support the logistics in the organisation of other AISTS programmes

Administrative Operations:

- Oversee general administrative tasks, including CRM and database management.
- Handle external communication (emails and phone calls).
- Assist with financial processes (salary formalisation, follow-up of required salary documents, etc.).
- Assist the Head of Administration and HR and the rest of the team in tasks as required by the priorities of the organisation.

AISTS Founders





Contacts

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What we offer

- **Dynamic Work Environment:** Join an international team passionate about sports and education.
- **Career Development:** Gain exposure to a wide range of projects in a prestigious organisation.
- **Inclusive Culture:** We value diverse perspectives and actively encourage applications from all genders, backgrounds, and experiences.
- **Professional Growth:** Access to training programmes to enhance your skills and career development.
- **Mentorship Opportunities:** Be part of a supportive team committed to helping you thrive in your role.
- **Prime Location:** Work in Lausanne, the Olympic Capital, with access to sports facilities and view on the lake

Your skills and experience

- **Languages:** Native-level fluency in English or French, with proficiency in the other language.
- **Experience:** Background in administration, ideally in an international or educational setting.
- **Technical Skills:** Proficiency in MS Office 365; knowledge of LMS and HR processes is an asset.
- **Knowledge:** Familiarity with AISTS activities and the MAS programme is highly valued.
- **Personal Traits:** Highly organised, reliable, at ease with multitasking and service-oriented with strong communication skills in multicultural environments.
- **Passion for Sports:** Experience related to sport (athlete, volunteer, coach or management) is highly valued.

What we expect

- Service-oriented mindset with great attention to detail.
- Ability to work autonomously, prioritise tasks, and adapt to evolving challenges.
- Flexibility to occasionally work evenings for events or special programmes.
- Diplomacy, tact, and discretion to handle sensitive matters. Keen sense of confidentiality.

We welcome candidates from all professional backgrounds and encourage applications even if not all qualifications are met. At AISTS, we value your potential.

How to Apply

We are committed to building an inclusive workplace and strongly encourage applications from women and men equally. We particularly welcome candidates who bring diverse experiences and perspectives.

Send your CV, work certificates, and a cover letter (in English) outlining your motivation to join AISTS through this link (Attention: Ms. Aude Thévenaz, Head of Administration & HR).

Starting Date: As soon as possible.

Make an impact on the future of sports leadership with AISTS. Apply today!

AISTS Founders



International
Olympic
Committee

EPFL Unil.



UNIVERSITÉ
DE GENÈVE



IMD

LAUSANNE
CAPITALE OLYMPIQUE



canton de
vaud



<https://aists.org>