

# Admissions Coordinator

Lausanne, Switzerland – part time (50%) – from early May to end-October

Are you passionate about creating seamless experiences in education and sports?  
Do you thrive in dynamic, multicultural environments?  
Are you detail-oriented and result-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 Admissions Coordinator, you will play a key role in recruiting the adequate participants to our Master of Advanced Studies (MAS) Programme and other continuing education programmes. In collaboration with the marketing team, you will operate admissions processes.

## Key responsibilities

1. Operate AISTS admissions processes
  - MAS Programme admissions
    - Recruit the participants to the MAS according to the objectives of the organisation and the admissions criterias
    - Act as the main point of contact of the candidates throughout their application process
    - Coordinate the pool of agents
    - Conduct the review of the profiles, including interviews, assess their suitability and follow up accordingly
    - Coordinate the selection process with the rest of the organisation and selection committee
    - Conduct the scholarships awarding process, from the reception of the applications to the selection committee sessions
  - Continuing Education programmes
    - Recruitment of participants to the continuing education programmes according to the objectives of the organisation
    - Support in admissions for any other programme, for example the eLearning courses
2. Contribute to the promotion of AISTS MAS and Continuing Education programmes
  - Provide inputs into the communication plan and marketing activities led by the marketing team
  - Coordinate the logistic, prepare and attend promotion and recruitment events
  - Update the admissions' dashboard, report on KPIs and provide the marketing team with the necessary insights to adapt promotion campaigns
  - Assist the team in tasks as required by the priorities of the organisation.

## AISTS Founders



### 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 English; French or any other language is an asset
- **Experience:** Proven experience with admissions in the sector of international education. Any experience in relation to the sport industry is an asset
- **Technical Skills:** Proficiency in MS Office 365 including Excel, Powerpoint and Sharepoint; knowledge of a CRM 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

- Highly result driven
- Team spirit, collaborative, and transparent attitude, ready to share knowledge and learn from others
- Creative and fast thinker, able to quickly develop solutions
- Ability to work autonomously, prioritise tasks, and adapt to evolving challenges with agility
- 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 the platform jobup only. Deadline of application 10th of August.

**Starting Date:** 01.05.2026

**Ending Date:** 31.10.2026

**Type of contract:** part time, 50%

**Location of work:** Lausanne, Switzerland

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

AISTS Founders

