



*For the **coordination and further development of international student exchange and our network in the Romandie** the non-profit organisation IAESTE Switzerland is looking for a*

Responsable Suisse Romande 40-50%

You will be the sole contact person for our branch office in Lausanne (next to the main station) and will manage it independently, always in contact with the team at our main office in Zurich. Within the international IAESTE network you will work together with people from different cultural regions to enable students from technical and scientific fields to do an internship abroad as well as in Switzerland.

At IAESTE Switzerland **you will be autonomously responsible for processing and expanding the IAESTE exchange in the “Romandie”**. You are the contact person for Swiss employers who want to hire a foreign intern. You communicate proactively with all stakeholders, including the cantonal authorities in order to handle visa and work permit applications. You take care of the administrative procedures for the international exchange of internships, check application documents and communicate in English with IAESTE representatives and students from all over the world.

It is your task to increase the awareness of IAESTE among employers, students and Swiss universities in the French-speaking part of Switzerland by promoting the network through various channels such as events, attendance of career fairs, on the website and in social media.

We expect either a completed commercial apprenticeship (additionally Federal vocational Baccalaureate) or a university degree with at least three years of work experience and excellent written and oral French and English skills. At least a good knowledge of German is a must.

You enjoy working independently, bring a high level of initiative and the motivation to manage our branch on your own. You carry out administrative work efficiently and precisely and have the ability to respond to different target groups. You enjoy working with different stakeholders and networked thinking is one of your strengths. You are proactive, outgoing and have good communication skills.

Start of employment: as soon as possible or by mutual agreement.

If you feel appealed to IAESTE, you are welcome to submit your application documents in German or English with photo **by March 15, 2020** to

sabine.lenz@office.iaeste.ch

IAESTE Switzerland, Sabine Lenz, Weinbergstrasse 41, 8006 Zürich
Tel.: 043 244 92 79