

## Head Executive Programmes and Administration (60-100%)

### Job information:

The international institute of management in technology (iimt) at the University of Fribourg is a premier Swiss centre of excellence for management in technology. Dedicated to delivering outstanding executive education, we equip future leaders and entrepreneurs with the skills to effectively lead organisations. Our executive business education programmes (EMBA, DAS, CAS) blend intellectual rigor with a curriculum rooted in real-world application.

### Job description:

As Head of Executive Programmes and Administration you will

- Lead customized executive education programmes in collaboration with partnering firms, including course organization, evaluation, and exams.
- Build relationships with potential and current executive education students and manage the application and admission process.
- Manage accounting processes, including invoice management, financial analysis and annual financial forecasts and annual financial statements.
- Coordinate HR activities.
- Organize graduation ceremonies and alumni events.

### Job requirements:

- Federal diploma, bachelor's or master's degree from a university or university of applied sciences.
- Professional experience in a similar field
- Fluent in English and proficient in French and/or German, with good passive comprehension of the other language
- Proficiency in computer and administrative tools.
- Excellent organizational skills, ability to work independently, a proactive mindset, analytical capabilities.

### Our offer:

We offer a pleasant and supportive working environment with flexible working hours. You will engage in enriching and stimulating work that provides meaningful challenges and opportunities for personal and professional growth. You receive a competitive salary.

Please send your letter of motivation (cover letter), curriculum vitae and certificates in one pdf-document to [iimt@unifr.ch](mailto:iimt@unifr.ch). We encourage applicants to submit their applications promptly, as the position will remain open until filled.

For further information please contact by E-mail Prof. Stephan Nüesch ([stephan.nueesch@unifr.ch](mailto:stephan.nueesch@unifr.ch)).