Universita della Svizzera italiana (USI) is a young and lively university, a hub of opportunity open to the world where students are offered a quality interdisciplinary education in which they can be fully engaged and take center stage, and where our researchers can count on having the space to freely pursue their initiative. Established in 1996, USI is in constant evolution, always taking on new challenges while remaining true to its three guiding principles: quality, openness and responsibility.

Given the fast and ongoing changes in our society, it has become crucial to learn new notions, skills and abilities and acquire new personal experiences throughout our lives. That is why USI embraces “Lifelong Learning”, and offers a series of courses to develop knowledge and skills that are fundamental for the professional growth and beyond.

USI Lifelong Learning Education offers a range of high quality courses of Lifelong Learning and continuing education to reflect the latest research findings and the commitment to extend them beyond the academic context. USI offer includes: programs with a certificate or diploma of Advanced Studies: Certificate of Advanced Studies (CAS), Diploma of Advanced Studies (DAS), Executive Master / Master of Advanced Studies (MAS), open-enrollment executive programs and tailor-made programs.

The Universita della Svizzera italiana (USI) is seeking for:

**Lifelong Learning Education (LLE) Director (100%).**

The primary goal of the LLE Director is to plan, develop, administrate, market and evaluate a qualified LLE portfolio at regional and international level.

**Job Summary**

The Lifelong Learning Executive Director is responsible for planning, development, administration, marketing and evaluation for LLE programs at USI. The LLE Executive Director requires excellent communication skills, the ability to collaborate with a wide range of roles and Faculties and an inherent drive to create high-quality work. Additionally, the successful candidate will have a keen awareness of the target audience and objectives, and have experience in business development, academic program management, marketing strategy, financial management, and strategic planning and analysis.

**Essential Duties**

- Leadership, management, and promotion of a growing organization with a focus on identification of need, development, and delivery of LLE programs in support of workforce development, professional, corporate, and regional and international training needs.
• Work closely with Rectorate, Faculties and staff to develop and to deliver a portfolio for the LLE programs and to facilitate collaboration pre-, during, and post-programs;
• Establish sales goals to ensure market penetration and revenue production. Represent and promote USI to regional and international employers, professional organizations, workforce and economic development related associations.
• Promote and coordinate efforts to identify workforce training needs and propose initiatives to develop and deliver programs to address those needs.
• Oversee program design and implementation in partnership with the financial, operational, and administrative teams, with keen attention to and the responsibility for success in both content delivery and program logistics;
• Develop proposals and budgets and contribute to communication materials to market programs to prospective organizations;
• Formulate proposals for the development and revision of policies pertaining to LLE programs;
• Develop and execute monitoring and evaluation processes to track programmatic data and support constant improvement;

Qualifications
• At least 5 years of management experience in a director-level position required, ideally within an international educational environment;
• Master or advanced degree in public/global health, education, business, administration, or a related field;
• Knowledge of LLE market/industry on a local and global scale; Preferential Knowledge of Swiss and European university and training systems.
• Demonstrated ability of problem-solving and collaboration with professionals at all levels in diverse settings;
• Demonstrated ability to be flexible, reliable, responsive, and resourceful;
• Excellent knowledge of Italian and English, preferential good knowledge of German and/or French.

Working at USI
• The administrative staff of the Università della Svizzera italiana contributes to the smooth running of the University thanks to cohesive teams and a lean organizational environment. The dynamic and flexible environment becomes a motivational driver for innovative and efficient management with a multicultural and interdisciplinary orientation.
• As an institution that values diversity, USI particularly encourages applications from women and from all individuals from underrepresented groups.

Contract terms
• Permanent contract (after trial period)
• Full-time (100%)
• Salary according to USI Collective Employment Agreement to be agreed depending on the candidate’s profile and experience
• Start date: upon agreement
• Workplace: Università della Svizzera italiana, Lugano Campus

Application
• Applications can be submitted ONLINE by completing the form that can be opened by clicking on the link: APPLY.
• Filling in the form is mandatory and necessary to make your application.
• In the form it is requested the mandatory fill of:
- Personal data sheet;
- Qualifications obtained;
- Professional experiences;
- Language skills;
- At least two reference persons;
- Motivation for submitting the application.

- The form requires the mandatory upload of the following documents:
  - Presentation letter indicating the reasons for the interest in the position;
  - Curriculum vitae;
  - Educational and work certificates (last qualification obtained).

Applications received in any other form will not be considered.

Applications received before February 13th 2022, will be given priority.

Contact person for the position: Cristina Vantaggiato (cristina.vantaggiato@usi.ch).

Contact person for the ONLINE form: Danijela Milicevic (danijela.milicevic@usi.ch).

Lugano, February 3, 2022