Università 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 is a university that is always on the lookout for changes in our society and promptly responds to such changes by taking on new challenges. Today, one of the main challenges it faces is the so-called “fourth industrial revolution”: the pervasiveness of technology and digitisation and their rate of evolution are reflected in continuous innovations in the economy, in the workplace and in society. It is therefore imperative to “rethink” about ourselves as human beings and about our role in the community. The academia is called upon to respond to new needs with a renewed approach, based on a concept - that of Lifelong Learning - which embraces all the activities through which we learn throughout our lives, in different ways and in different contexts. Lifelong learning includes continuing education with structured training courses that are neither “formal” like school education, nor “informal” like the opportunities offered, for example, by a conference.

USI 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. The programmes offered show that the university is aware of the increasing number of people who need to keep up to date and learn new skills throughout their lives. People who also need to strengthen their skills in critical analysis and management thanks to courses that allow them to improve from a professional, social and personal point of view.

USI invites applications for a
**Head of continuing education (80-100%)** position

**Position**
The head of continuing education (CE) is responsible for the operational management of the service, which is dedicated to developing and organizing lifelong learning programs at USI.
Responsibilities include:

- Define, implement, and oversee the institutional CE strategy
- Ensure the financial self-sustainability of CE
- Manage the CE team
- Monitor and support CE programs
- Facilitate the creation and coordination of programs
- Organize and manage CE tasks, including
  - Setting incentives for the development of new courses
  - Assisting programs with legal and regulatory issues
  - Building networks and communities around programs
  - Monitoring the quality of CE courses
  - Actively bridging the gap between course demand and supply

The position is set in a dynamic and multidisciplinary environment. The Head will also have opportunities for career advancement through specialized training relevant to the role.

**Profile, skills and professional experience**

- Master's degree or PhD or equivalent
- A strong service and support culture with proven skills and experience in managing diverse stakeholders
- Good knowledge of the academic environment
- 5-10 years of experience in leading complex projects
- Outstanding expertise in the CE field, with relevant experience in academic or private sector environments
- Accounting and budget management skills
- Excellent oral, written, and analytical communication skills in Italian and English

**Personal skills**

- Excellent ability to set and manage priorities and strong organizational skills
- Strong sense of teamwork
- Open personality, able to work in an international and intercultural environment

In case of equal skills, preference will be given to candidates with Swiss citizenship or residents in Switzerland and Ticino.

**Working at USI**

USI administrative staff 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**

- Beginning of employment: fall 2024
- Fixed-term contract (after appropriate trial period) extendable until conversion to a permanent contract
- Full-time (100%) with 80% margin and/or flexible working
- Salary according to USI Collective Labour Agreement (CCL) and to be agreed according to profile and experience (grading in Class 10, min CHF 95'000.- / max CHF 132'240.-)
- Attractive working conditions
Hierarchical positioning: head of continuing education, under the supervision by the Director of Operations, functionally reports to the Rector or the Rector’s delegate

Workplace: Lugano

Applications
Applications may be submitted upon acceptance of the Applicant Personal Data Processing Notice found at the following [LINK].

Applications are to 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 August 25th, 2024, will be given priority. However, applications will be received until the position is filled.

Contact person for the position: Dr. Giovanni Zavaritt, General Secretary, giovanni.zavaritt@usi.ch.
Contact person for the online form: Danijela Milicevic, Human Resources Service danijela.milicevic@usi.ch.

Lugano, 7th August 2024