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.

The General Secretariat coordinates the functioning of the University's organizational and institutional framework.

To complete its team, the USI General Secretariat invites applications for a **Project Manager (80-100%)** position

**Position**
The Project Manager will support the General Secretary and will be active primarily in the following areas:

- **Academic Affairs**: independently taking care of the implementation of specific projects and assisting with various academic personnel management procedures.
- **Institutional Coordination**: contributing to the production of documents in support of the decisions of the University's central bodies and the work of their committees. Managing dossiers, taking care in particular of relations with swissuniversities as well as record management of central agreements.
- **Data and Information**: enhancing USI's institutional data across the organisation, coordinating the production and representation of central data, in collaboration with various departments. Contributing to drafting reports and insights that are useful in shaping the University's overall decisions and strategy.

**Profile, skills and professional experience**

- University education
- Experience in a similar position in the public or private sector
- Data management and familiarity with artificial intelligence systems
- Excellent drafting skills in Italian and knowledge of at least one other national language in addition to Italian (preferably German) and English
Personal skills
• Ability to work in a team and relate to teammates and to diverse and multicultural audiences
• Taking responsibility and manage and complete work independently, meeting high-quality demands
• Accuracy, discretion, attention to detail, quality culture and ethics
• Responsiveness, proactivity, aptitude for problem-solving and planning
• Flexibility in managing different activities simultaneously, adaptability and ability to handle workloads, responsibilities and complexity
• Open personality, able to work in an international and intercultural environment

Preferred qualifications include
• Knowledge of the university ecosystem, Swiss universities in particular;
• Knowledge of the specific context of USI and the Canton of Ticino.

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: at the earliest
• Permanent contract (after appropriate trial period)
• 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 position: grade of Coordinator within the General Secretariat, reporting to the Secretary General
• 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