

Coordinator USI Startup Centre (80-100%)

Università della Svizzera italiana (USI) is a young and agile reality in continuous development, launched towards new challenges under the banner of its three guiding values: quality, openness, and responsibility. Active in various areas of study and research, USI offers its students an education as protagonists, engaging and interdisciplinary, and its researchers and collaborators a privileged space of autonomy and freedom of initiative.

The USI Startup Centre (USC) develops favourable conditions for the development of science-driven entrepreneurial initiatives originating from the academic and scientific environment, providing researchers and students with the tools and knowledge necessary to pursue entrepreneurial pathways. Our team organises a wide range of initiatives structured around three key pillars: Startup incubator, Entrepreneurship education and Community engagement.

In order to ensure a robust and coherent implementation of the USI Startup Centre strategy, as defined by the USC Director in agreement with the Rectorate, USI is opening a position for a **Coordinator of USI Startup Centre (80-100%)**

Position

The USC coordinator ensures effective and coherent operation of the Centre, coordinating the activities of the three key areas (Startup incubator, Entrepreneurship education, Community Engagement) and translating strategic vision into processes, tools and concrete results. Specifically:

- Supports the USC Director in translating strategy into action;
- Operationally coordinates the activities of the three key areas, ensuring alignment, integration and continuity;
- Ensures the quality of operational processes and adherence to priorities;
- Manages the information flows, reporting and documentation;
- In collaboration with the USC Director, activates and develops contacts with industry, entrepreneurs, private and institutional investors, advisors and organisations functional to the Centre's operations;
- Acts as the liaison between the USC Director, USC team members, supported startups and partners as well as external stakeholders.

Furthermore, with regards to the Startup incubator area, the Coordinator:

- Manages the incubation process and coordinates the activities carried out by the USI Startup Centre team within the Incubator area;
- Coaches startups in pre-incubation and incubation phases.

Profile, skills and professional experience

Education

- Degree in management or technical disciplines, in particular related to the ICT or Life Sciences fields;
- Relevant professional experience in innovation support, in particular in supporting early-stage startups, creating and running incubation and acceleration programs, coaching and advising startups;
- In-depth knowledge of the Swiss ecosystem, with proven relationships with investors, incubation and acceleration programmes, academic institutions and industry;
- Excellent oral and written communication skills in English and Italian.
- Knowledge of at least one other national language will be considered as an asset;
- Excellent IT skills (Microsoft Office Suite, online management tools, etc.).

Personal and Soft Skills

- Interpersonal skills within a team and with diverse, multicultural audiences;
- Fast learner with strong operational speed, precision, and discretion;
- Ability to take ownership, work independently, and deliver high-quality results;
- Precision, attention to detail, culture and commitment to quality ethics;
- Situational awareness and professionalism in approach and interaction;
- Flexibility in multitasking and managing diverse activities simultaneously; adaptability and ability to handle high workloads, responsibility, and complexity;
- Open-minded personality, with the ability to thrive in an international and intercultural environment.

Pursuant to Article 10a of the Law on Higher Education Institutions (LSU), and where qualifications and requirements are equal and institutional objectives are respected, priority shall be given to eligible resident candidates.

Working at USI

The administrative staff at USI plays a key role in ensuring the University's smooth operation through cohesive teams and a streamlined organisational environment. The dynamic and flexible work environment serves as a motivational force for innovative and efficient management with a multicultural and interdisciplinary focus. As an institution that values diversity, USI strongly encourages applications from women and individuals from underrepresented groups.

Employment Conditions and Benefits

- A stimulating work environment within a university context;
- Support for continuous education and professional development;
- Flexible working hours and remote work options;
- Fringe benefit (es. public transport subsidies, sports activities);
- Competitive contractual terms and social security benefits.

Employment Terms

- Entry into service: as soon as possible;
- Permanent contract (subject to a standard probationary period);
- Level of employment: 80-100%;
- Initial salary: According to the Collective Labour Agreement (CCL), to be determined based on the candidate's profile and experience (Salary from Class 8, min CHF 80'400 / max CHF 111'917 till Class 10, min CHF 95'475 / max CHF 132'901);
- Standard statutory benefits;

- Reporting line: USI Startup Centre Coordinator, reporting to the Director of USI Startup Centre;
- Workplace: Lugano.

Applications

Applications may be submitted upon acceptance of the privacy policy governing the processing of candidates' personal data, available at [LINK 7](#).

- Applications must be submitted ONLINE by completing the form available at **APPLY 7**;
- Completing the online form is mandatory and required for the application to be valid;
- The form requires the following information:
 - Personal data;
 - Academic degrees and diplomas;
 - Professional experience;
 - Language skills;
 - At least two professional references;
 - A brief statement of motivation.
- The following documents must be uploaded to the form:
 - Cover letter explaining the reasons for your interest in the position;
 - Curriculum vitae;
 - Employment and academic certificates (specifically the highest degree obtained).

Applications submitted in any other form will not be considered.

- The application deadline is 6th September 2026.

For inquiries regarding the position: Francesco Lurati, USC Director, francesco.lurati@usi.ch.
For technical inquiries regarding the ONLINE form: Danijela Milicevic, Human Resources Service, danijela.milicevic@usi.ch.

Lugano, 11.8.2026