

# — HEAD Genève

HES-SO Genève invites applications to HEAD – Genève, Geneva School of Art and Design for the position of:

## **Dean of Studies HES Associate Lecturer**

Highly involved in the cultural life of the city, HEAD – Genève is a major art and design school in Switzerland with an internationally renowned profile. The school welcomes more than 750 students in 7 BA and MA programmes in the fields of Fine Arts, Film Studies, Fashion, Jewellery and Accessory Design, Visual Communication, Illustration, Graphic Novels and Animation, Media Design and Interior Architecture. HEAD has established itself as one of the leading art and design schools in Europe.

Welcoming guests and renowned lecturers from all backgrounds, the teaching programme is designed to be a space of freedom and responsibility, personal as well as social. Encouraging individuality, teaching at HEAD – Genève fosters dialogue between teachers and students, who are actors in their own educational path.

### **Employment rate: 80 -100%**

As a member of the Board of Directors, the Dean of Studies is in charge of the HEAD Office of Studies, a service comprising a Studies Adviser and 4 secretaries, to which is added the International Relations service comprising a Head and a secretary.

### **You will assume the following duties:**

- Management of the Office of Studies and strategic supervision of the International Relations Department.
- General planning of the academic year, in accordance with the HES-SO's academic calendar.
- Coordination of the implementation of HEAD's academic strategy, in close cooperation with Management and the heads of departments and courses of study.
- Verification of the conformity and coherence of the various study plans and other regulatory texts.
- Supervision, planning and verification of all admission procedures and processes.
- Supervision and verification of certification procedures (ECTS, diplomas).
- Supervision and implementation of the accreditation and quality control processes for training courses.
- Supervision and coordination of HEAD's continuing education programme.
- Supervision, planning and verification of student evaluation processes (EEE).
- Investigation of complaints and appeals related to study programmes.
- Participation in the recruitment process of teaching and research staff.
- Teaching at BA and/or MA level.
- Coordination of one or more development projects defined in the school's strategic plans.

These duties must be in line with HEAD's development perspectives, namely :

- Strengthening the attractiveness of the school to future students.
- Participating in strengthening the cultural influence of HEAD – Genève, in conjunction with its partners.
- Encouraging actions aimed at respecting diversity, inclusiveness and equal opportunities.
- Encouraging actions aimed at ecological and social sustainability.

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## Profile:

- Master's degree from a University of Art or equivalent qualification.
- In-depth knowledge of the academic system of Swiss UAS.
- Experience in leading or coordinating staff members.
- Proactivity in a rapidly changing academic environment, ability to suggest innovation.
- Ability to develop reflective thinking with regard to your practice, including on a scientific level (publications or other research activities).
- Ability to integrate into collective projects within varied teams.
- Minimum 5 years teaching experience in Design and/or Visual Arts or related fields.
- Mastery of different teaching methods (oral and written expression, use of information and communication technologies [e-learning], etc.).
- Teaching qualifications to be completed or achieved within 3 years of hiring.
- Fluent written and oral communication skills and good organisational skills.
- Fluency in French and English is essential. Proficiency in another language, particularly German, a plus.
- Previous experience of academic management at tertiary level is an asset, as is training in the field of management or project management.

For further information, please contact Mrs Aleksandra Antosik, phone: +41 22 388 58 22

**Deadline for applications: 12 March 2021**

**Start date: 1 September 2021**

Complete application (incl. cover letter, CV, copy of certificates, list of publications/examples of personal work [if and only if this is specified in the profile under critical thinking skills], letters of recommendation should be sent in electronic format to: [rh.head@hesge.ch](mailto:rh.head@hesge.ch) for the attention of Jean-Pierre Greff, Director, with "Head of Teaching Coordination" in the subject line.

The recruitment policy of HES-SO Genève/HEAD – Genève promotes equal opportunities and diversity.