

We are looking for our:

Dean of Students/Director of Student Affairs based in **Bluche, Valais, Switzerland**

Founded in 1954, Les Roches is a private institution based on the Swiss model of experiential-based learning, offering undergraduate and graduate degrees in the fields of hospitality, tourism and event management. Les Roches prepares entrepreneurial and innovative graduates across a global network of campuses in Switzerland, Spain, the US, China and Jordan.

Les Roches is accredited at the university level by the New England Association of Schools and Colleges, Inc. (NEASC) and ranked by luxury hotel hiring managers among the top three hospitality management schools in the world for an international career (TNS Global Survey, 2013).

THE MAIN PURPOSE OF THIS ROLE IS

The Dean of Students is part of the School leadership team and reports to the Director General. He/she focuses on developing professional student services on Les Roches campus in Bluche, encompassing all student-facing and back-office activities. He/she develops and implements the School's strategy in terms of enhancing the student experience from admissions to graduation and alumni status, throughout the student life cycle.

KEY RESPONSIBILITIES

Responsibilities

- Lead academic services, giving support to students in the selection of courses, of internship opportunities, and in building their learning competence portfolio
- Supervise student extra-curricular activities, community services, student committees, sports and athletics
- Run various administration services, such as, student administration document management process, immigration process and work permit delivery for students and trainees
- Provide leadership to the Planning and Admin team in charge of course logistics, exam management and consultations
- Supervise the Internships office liaising with industry, in partnership with Alumni Services
- Supervise all career services, in relation with the events department and the dean
- Manage campus and residential life
- Integrate students and foster multicultural diversity
- Deliver improvements to key performance metrics like student satisfaction with student life, net promoter scores

IDEAL CANDIDATE

Degree

- Master's degree in a relevant field

Experience

- Minimum 10 years of relevant working experience in an academic setting
- 5 years of managerial experience in related areas
- Track record in handling high profile, culturally diverse students or customers
- Successful implementation of programs for students and evidence of successful collaborations.

Skills

- Leadership experience and strong judgement skills
- Result oriented, innovative and entrepreneurial mind-set, resilient, used to work under pressure with tight deadlines
- Strong interpersonal, organizational and communication skills
- Customer service orientation, open minded and able to work in a multicultural environment
- Excellent written and spoken English and French, other languages a plus
- Proficiency in MS Office required.

LES ROCHES IN NUMBERS



TO APPLY

Please send your CV and a motivation letter to

recruitment@sommet-education.com