

Programme Administrator, WTI Advanced Master Programmes

60 - 80%

The World Trade Institute (WTI) is a leading academic institution dedicated to studies, teaching and research in international trade and investment regulation, economic globalisation and sustainability. As a centre of excellence at the University of Bern with an international, interdisciplinary focus, we explore the interconnections between the fields of law, economics and political science.

Tasks:

- Responsible for the day-to-day operational aspects of the WTI Advanced Master's, CAS and DAS programmes;
- Manage the logistics of the teaching and activities related to the WTI Advanced Master's, CAS and DAS programmes;
- Assist in the organisation of courses and the preparation of teaching materials;
- Provide support services to students and staff;
- Supporting the Director of Studies and the Academic Programme Coordinator in ensuring the smooth operation of the WTI Advanced Master's, CAS and DAS programmes
- IT support (host and set up Zoom meetings).
- Assist lecturers with hybrid teaching

Requirements:

- University degree or commercial background
- Preferably three years of experience in assisting with the administration of academic programmes
- Highly developed social skills and ability to work in a multicultural environment
- Fluency in English (written and oral)
- Knowledge of German desirable
- Project management and organisational skills
- IT skills and, in particular, excellent knowledge of Word and Excel
- Interest in international economic law and policy and being able to work with flexible working hours

The job is offered under a renewable two-year contract, starting as early as possible.

The WTI provides an international, multicultural atmosphere as well as flexible working hours, modern infrastructure and attractive options for employees.

The salary follows the guidelines of the University of Bern and depends on the qualification of the successful candidate.

Application:

Please send your application (including CV, motivational letter, diploma copies, possible references) electronically in one PDF file to Margrit Vetter:
margrit.vetter@wti.org

Only complete applications of candidates with a valid work permit will be considered.
Application deadline: 15 December 2021.