Academic Engagement Associate
Swissnex in Boston

About Swissnex

Swissnex in Boston and New York creates opportunities for academics, researchers, entrepreneurs, and other future-makers to expand their reach and make meaningful, collaborative connections between Switzerland and North America. Our mission is to support the outreach and active engagement of our partners in the international exchange of knowledge, ideas, and talent.

Our activities include:
- Working closely with universities and research labs to promote the flow of ideas, knowledge, and talent through collaborative events, partnerships, and network-building
- Advising and supporting universities on trends in higher education and strategic initiatives
- Accelerating startups and assisting entrepreneurs in entering the North American market
- Advising corporations, nonprofits and international organizations on trends and best practices
- Supporting Swiss innovators and thought leaders in expanding their North American presence
- With offices in Boston and New York, we are part of the global Swissnex network, an initiative of Switzerland's State Secretariat for Education, Research and Innovation. We have locations in Brazil, China, India, Japan, and San Francisco

Responsibilities

As an Academic Engagement Associate at Swissnex in Boston, you will join a dynamic team working in a creative and collaborative environment located between Harvard and MIT in Cambridge, Massachusetts. You will be responsible for a wide variety of activities, including but not limited to:

- Managing academic exchange programs of staff from the Zurich University of Applied Sciences to the Boston area. Tasks include: establishing contacts in local academic institutions for scholarly meetings, introducing Swiss visitors to the Boston ecosystem, providing hospitality and logistical support, and managing general project budgeting and reporting.
- Developing networks and relationships in both the local and Swiss landscapes in the fields of higher education and scientific research. Specific outreach to find speakers,

audiences, and partners for conferences, workshops, study tours, and other events and initiatives.

- Designing and implementing projects that create value for Swiss and American stakeholders. Engage in all aspects of project management (planning, budgeting, execution, reporting, follow-up).
- Conducting background research on various consulting projects and initiatives in areas such as life sciences, quantum technology, and higher education policies.
- Some domestic (US) travel to support conferences and events.

Qualifications

- This internship position requires that the candidate studies in a university or university of applied sciences in Switzerland towards a Bachelor's or Master's degree and is requested to do an internship in order to obtain the degree. Or the last university degree (Bachelor/Master) is not older than one year at the beginning of the internship.
- The candidate must not yet have professional experience in the field of his/her studies.
- The total period of internships (including this one) in the federal government may not exceed 12 months.
- Applicants must be Swiss citizens or have a valid Swiss Permit C.
- Excellent written and spoken English is required, as well as public speaking ability.

Benefits

- Location: Boston, USA
- Starting date: Sept. 1, 2022
- Duration: 9 months. Students without a Bachelor's degree will be limited to a six-month maximum internship
- Status: full-time (40 hrs/week)
- USD 2'700.00 compensation (per month)
- Four weeks' vacation per year (pro rata temporis) and select Swiss and US holidays
- A multicultural, creative, inspiring, stimulating and team-oriented work environment
- A Cambridge, Massachusetts location near Harvard Square

To Apply

Please visit https://swissnex.org/boston/about-us/careers/ and look for the 'Academic Engagement Associate' position. Applications will be evaluated on a rolling basis. For full consideration, please apply by June 22, 2022. Questions may be directed to Brendan Karch, Brendan.Karch@swissnex.org.