



## Internship at swissnex San Francisco – Junior Project Manager

The International Relations Office at the University of Zurich (UZH) offers an internship of the duration of 12 months at swissnex San Francisco as Junior Project Manager/Academic Affairs.

The mission of swissnex San Francisco is to promote Swiss excellence in science, education, art and innovation and to support the international activities of Swiss institutions of higher learning and research.

### Offers:

- Gaining work experience in an international and highly dynamic environment (English is the official working language)
- Connecting with political, economic and scientific institutions in the U.S. and Switzerland
- Developing networking and project management skills and extending your personal network
- Interaction and learning from a dynamic team with varied experiences and backgrounds
- Office located in the heart of the vibrant city of San Francisco

### Tasks

#### UZH (50%):

- Enhance the visibility of UZH: representation of UZH at academic fairs and swissnex events; administer, promote and support the local UZH-Alumni network
- Develop new ideas on how to enhance the visibility of UZH in the U.S.
- Support academic initiatives of researchers of UZH in the U.S.
- Support the International Relations Office of UZH in several tasks including the extension of the network of partner universities in the U.S.

#### swissnex San Francisco University Affairs (40%):

- Assist in the implementation of programs for Swiss Alumni
- Maintain and grow list of important contacts in the field
- Display and update the schools' promotional materiel in the lobby
- Help manage presence at Academic Fairs
- Assist with reporting
- Feed the discussion using the Swiss Higher Education Twitter account
- Occasionally write blog posts about university related matters for [nextrends](#)

#### swissnex San Francisco Support (10%):

- Occasionally assist in organizing visits and/or events for Swiss delegations to the U.S.
- Occasionally assist event team with logistical organization, including setting up event room, cleaning, welcoming and registering guests
- Represent and promote swissnex, its activities and its services at swissnex and throughout the San Francisco Bay Area
- "Connect the dots" by promoting collaboration between people and organizations in Switzerland and the U.S.



**Duration:** 12 months; **Start:** August 2014

**Location:** swissnex San Francisco ([www.swissnexsanfrancisco.org](http://www.swissnexsanfrancisco.org))

**Allowance for living costs:** Paid Internship (tbd)

### Requirements

- Degree (Master or Licentiate) from the University of Zurich, graduated within the last year before starting the internship;
- Swiss citizenship or legal resident of Switzerland
- Analytical and communication skills
- Be aware and open to opportunities, possess an innovative spirit and understand the “Big Picture”
- Open-minded, outgoing personality
- Able to take direction and work in a team-environment but self-motivating, flexible, and ready to help when needed
- Interest for international scientific collaboration
- Good knowledge of Microsoft Office
- Used to conceptual as well as administrative work
- Comfortable with occasional physical labor necessary for event and exhibit set-ups
- Deepened knowledge of the University of Zurich (beneficial)
- Superior written and oral English language skills; further languages a plus
- Candidate must have no prior work experience in the field of study since their last graduation

### Contact

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**Application** in English (CV and motivation letter) by e-mail only with usual documents until **Friday, May 10, 2014** to: [Josias.planta@int.uzh.ch](mailto:Josias.planta@int.uzh.ch)