

Educational Services Manager

FISU/Lausanne

Extra information goes here

Updated Sept 28th, 2017



Function Area:	Education & Development Services	Function Type:	Management	Position Level:	x
Operational Field:	Administration	Operational Area:	International	Business Type:	Full time

Areas of Responsibility/Tasks

- To support the activities of the Education Services Committee (Educ), the Gender Equity Committee and the Students Committee through the timely preparation and management of all meetings
- To assist the Education & Development Director with the collection, publication and archiving of all scientific, educational and historical research material of FISU
- In collaboration with the Education & Development Director to prepare, implement and manage specific programs & services
- To participate in the development, implementation, delivery and continual revision of educational programs and evaluation plans
- To assist in collating, preparing, editing and coordinating the translation of the FISU educational documents and presentations for the promotion of FISU activity at international congresses and as web based material
- To manage the knowledge transfer process and databases within FISU
- To support the management of research formally launched under the aegis of Educ, Gender Equity and Students committees
- To support the relationships with higher education sector senior personnel, rectors associations, national/governmental education bodies, sports research organisations, the International Olympic Academy, UNESCO and other International Organisations dealing with Education and Sport
- To prepare monthly and yearly reports illustrating qualitative and quantitative educational program data
- To support the management of all protocol matters relating to events associated with Education
- To assist across operational boundaries within FISU, as and when agreed, in keeping with the role and/or working development opportunities

Competencies

Knowledge

- Bachelor's degree preferably in education or sport management
- Experience in research or teaching

Skills

- Ability to plan and organise to co-ordinate with broader operational plans
- Strong inter personal skills including motivating, negotiating, influencing and networking nationally and internationally
- Fluent in English, conversational French
- Excellent communication skills, both oral and written. The ability to set out and discuss complex issues clearly for a wide audience and to give presentations as required in a fluent and persuasive manner to people at all levels
- Knowledge and interest in educational design and delivery to support change
- IT literate with a good understanding of IT based administrative control systems and an ability to develop and effectively manage administrative procedures, financial and other to the requirements of the role

Experience

- Evidence of the planning and delivery of research, project managing research activity and/or supervising and taking responsibility for small research team
- Proven high level experience in managing sports competition
- Evidence of contribution to service delivery and policy development within international organisational environment

Other qualities

- Desire to improve service quality
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JOB PROFILE:

VALID FROM:

RESPONSIBLE:

Capabilities

Management functions

For these functions, the four Leadership Capabilities; Drive, Focus, Impact, Guide are mandatory

All other functions

Please mark a maximum of six critical capabilities for this function

Initiative	<input checked="" type="checkbox"/>	Ability to Learn	<input checked="" type="checkbox"/>	Assertiveness	<input type="checkbox"/>
Results Orientation	<input type="checkbox"/>	Ability to Analyse	<input checked="" type="checkbox"/>	Communication Skills	<input checked="" type="checkbox"/>
Creativity	<input checked="" type="checkbox"/>	Strategic Orientation	<input type="checkbox"/>	Networking Skills	<input checked="" type="checkbox"/>
Change Orientation	<input checked="" type="checkbox"/>	Organizing and Quality Orientation	<input type="checkbox"/>	Customer Focus	<input type="checkbox"/>
Motivation and Inspiration	<input type="checkbox"/>	Coaching and Mentoring	<input type="checkbox"/>	Team Skills	<input checked="" type="checkbox"/>
Situational Sensitivity	<input type="checkbox"/>	Decision Making	<input type="checkbox"/>		