

Director of Programmes and Student Life

Company:

Headway People / ESDES

Location:

France / Lyon

Discipline:

Employment Type:

Permanent Full-time

Posted:

2021-06-04

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

HEADway People is a leading direct sourcing specialist recruiting exclusively for the higher education, research and training sectors. **ESDES**, the Management School at the Catholic University of Lyon has engaged our services for the recruitment of an outstanding individual for the position of:

Director of Programmes and Student Life

Reporting directly to the Managing Director of ESDES, the Director of Programmes and Student Life is responsible for the existing portfolio of programmes along with the development of new first cycle, second cycle and continuous professional development qualifications. This role will be carried out with an underlying concern for differentiation whilst complying with the School's broader institutional mission.

The successful applicant will pay particular attention to promoting ESDES' affiliation to the Catholic University of Lyon (UCly) but will also contribute to initiating or strengthening partnerships with other academic institutions.

They will ensure that programmes are delivered across all sites to the expected high standards and in line with commitments and budgets.

In particular, they will be responsible for the successful renewal of national and international programme accreditations.

They will also oversee the quality of the student experience by supervising the activities of the Registrar, the Planning Department, student clubs and societies, and student community involvement.

The successful applicant will be responsible for the following main activities (non-exhaustive list):

1. Institutional role

- Member of the ESDES Management Committee (CODIR), extended Management Committee, Student Life Committee (COVIE), and Global Student Council (GSC)

- Chairs the Programme Review Committee (CRP)
- Member of the ESDES International Advisory Board (IAB)

2. Organisational management

- Supervises and leads the programmes team (16 staff) and the student life team (11 staff)
- Is responsible for the smooth running of the services within their remit, with a view to achieving quality of service, respecting commitments made, ensuring student and internal stakeholder satisfaction, while at the same time ensuring transparency and a collegial approach.

3. Marketing

- Assists in the development of the marketing and sales plan for ESDES' programme and training provision, and takes part in promotional activities (open days, student fairs, etc.)

4. Outside representation and communications

- Attends working groups and meetings proposed by the bodies of which ESDES is a member or partner, either on behalf of the Director, or in their own capacity.
- At the request of the Director, represents ESDES in professional or academic bodies, overseas universities, business organisations.

Person specification:

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Previous experience and essential qualifications:

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- Educated to PhD / doctoral degree level in Management or Economics
- Sound knowledge of how higher education is organised and functions, in particular the business school environment
- Solid previous experience of programme management in an accredited institution
- Knowledge and hands-on experience of multi-site environments and 'complex' organisations
- Practical experience and understanding of the university culture
- Whilst French is the working language, an excellent level of English (C1) is required

Desirable personal qualities:

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- Ability to embody the intrinsic values of ESDES' educational vocation
- Commitment, performance-oriented and the ability to put ideas into action
- A discerning mind, with an eye for detail
- A good judge of character and able to understand academic situations
- Analytical and summarising skills, comfortable with figures
- Ability to work as a team and to report effectively to the Director of ESDES
- Highly organised and a good communicator
- Interpersonal skills and determination
- Ability to make recommendations and offer advice internally

Job details:

- Position based in Lyon, requiring frequent national travel
- Full-time senior management contract (CDI), with a 4-month probationary period
- Remuneration package in line with the successful candidate's profile and experience
- The new Director of Programmes and Student Life will be expected to take up their position as soon as possible

Recruitment process:

Candidates should submit a detailed CV, cover letter and list of references to: s.obarowski@headway-advisory.com.

Following two to three interviews with the **HEADway People** recruitment consultants, shortlisted candidates will be invited to attend further interviews with our client's senior management team.

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