Head of Programs, Business and Management

Company:
Webster Geneva

Location:
Switzerland / Geneva

Discipline:
Business Administration, International Business, Marketing, Sports and Entertainment Management, Management and Leadership, Cybersecurity

Employment Type:
Permanent Full-time

Posted:
07/07/2026

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

Established in 1915, Webster is a Non-Profit, American-Accredited University, with campuses in Europe, USA and Asia. Webster University has been accredited since 1925 by the Higher Learning Commission of the North Central Association. http://www.webster.ch/about-webster

Founded in 1978, Webster Geneva offers Undergraduate and Graduate degree programs, and hosts students from over 90 nations. For more information on the Webster Geneva campus, please visit http://www.geneva.webster.edu/.

Webster Geneva is recruiting a

Head of Programs, Business and Management

Academic areas covered: Bachelor of Science Business Administration (BSBA), BSBA: Emphasis in International Business, BSBA: Emphasis in Marketing, BSBA: Emphasis in Sports and Entertainment Management, Master of Business Administration (MBA), MBA: Emphasis Cybersecurity Operations, and MA Management and Leadership, and MA Management and Leadership: Emphasis in Cybersecurity

Ideal start date: 01 October 2026

Working hours: Full time - 40 hours per week.

Position overview: The role of the Head is to provide significant academic leadership: lead, manage, train, and develop programs and ensure academic quality and student success in teaching, service, and scholarship.

Within the area of the specific program(s), the head supervises, coordinates, communicates and advises the discipline faculty (full-time and part-time), serves the students registered for courses and degrees, focuses on course and program outcomes, maintains the highest possible relevance and quality of course content, whether within a Major or Minor.

All Heads are expected to actively commit to recruitment, registration, and retention of students. This position is expected to be an integral part of a multi-disciplinary cooperative team including Heads of all other programs.

Program(s) Statement: The discipline specific duties related to these programs are academic quality assurance (accreditation) of teaching, research, and community service (internal and external), including dissemination of information and capacity building.

Through 2030, duties include: (1) reimagining the BA In Management curriculum and (2) integrating the International Business curriculum, (3) develop the curriculum and assessment model for a Global Master in Business Administration with emphasis, (4) create curricular synergies by collaborating on existing and new curriculum (5) develop an integrative research culture based upon institutional and programmatic research statements, including (6) supporting research initiatives and (7) external grant funding.

Pre-requisites

- Terminal discipline degree(s)- preferably in Business or Management or equivalent with Master(s)/Certificate(s) in departmental disciplines. In addition, significant experience as a faculty member with academic service, teaching, and scholarship.
- Strong academic administrative experience in management/leadership and as an industry practitioner.
- Knowledgeable about different educational systems and research funding schemes.
- Excellent oral and written communication skills, including the ability to communicate effectively with academic and other administrators, faculty, and staff.
- Demonstrated ability to analyze, resolve, and develop long-term solutions and sustainable opportunities.
- Ability to manage multiple projects under tight deadlines, multitask and complete tasks.
- Demonstrated ability to work effectively independently, cooperatively and respectfully as a member of the academic team.

- Fluent in English and French (desired).
- Commitment to diversity, equity, and inclusion in services.
- Research background in multiple disciplines.
- Development of academic projects locally and with international partners (preferably with Swiss organizations).
- Ability to provide data-driven recommendations and reports.

Objectives

- Development of identified curriculum and assessment, including programs and courses.
- Development of curricular and research projects and funding in collaboration with national and international partners.
- Support program review, analysis and provide recommendations to the Academic Director.
- Perform faculty review, analysis and provide feedback every year along the institution’s annual performance review cycle.
- Organize and chair programmatic faculty meetings at least once a semester, with quality assurance agenda, and minutes.
- Contribute to faculty days/orientations, new students’ orientation, advising days, and welcome weeks.
- Contributes to enrollment and retention initiatives and events.
- Actively contributes to the programmatic and institutional research culture on and off campus.
- Develop network of partners to support the organization of conferences, the opportunities for internships

How to apply?

Please send all application material (resume, cover letter, reference letters and contact information for personal references) to the Human Resources Office at Geneva.HR@Webster.edu. Qualified candidates are encouraged to submit their applications as soon as possible.

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