

Administrator of the DBA Programme

Company:

Burgundy School of Business (BSB)

Location:

France / Lyon

Discipline:

Employment Type:

Permanent Full-time

Posted:

2023-03-10

Contact Person:

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Administrator of the DBA programme (M/F)

BURGUNDY SCHOOL OF BUSINESS

Founded in 1899, the **Burgundy School of Business (BSB)** is a French Grande École of international education and research, member of the *Conférence des Grandes Écoles* and triple accredited (AACSB, EQUIS, AMBA) and is part of the elite group of business schools (1% globally) that have the triple crown. It currently welcomes around 3000 students in Dijon, Lyon and Paris and has more than 240 permanent employees.

BSB offers top quality management courses (accessible from Bac to Bac+5). The school also excels in the area of wine and spirits management with its School of Wine & Spirits Business, which is recognized worldwide and is entirely dedicated to this sector.

To discover the school please [click here](#), and in 55 seconds understand what triple accreditation means : [click here](#)

Every year, it welcomes more than 4000 students and more than 2000 managers in Executive Education representing nearly 70 nationalities.

On a global scale, the school also relies on a network of more than 200+ international academic partners and leads a community of 20,000 graduates in 120 countries around the world.

BSB's mission is to put all the learners at the heart of its learning model and serve all its stakeholders, companies (private, public, community led and non-profit), students, accreditation agencies, and make a real impact to societies and economies locally, nationally and worldwide.

As part of a New Doctoral degree programme planned to launch in January 2024, the BSB's DBA (Doctor of Business Administration) degree programme is looking for a permanent full-time contract for the DBA Programme Administration and Development.

Directly attached to the Founding Director of the DBA at the beginning, you will then join the BSB Development Department.

Missions

You will be in charge of the coordination, administrative work and assisting with the **launch, development** and **administration** of the programme.

The primary mission of the DBA Programme Administrator is to work closely with the Founding DBA Programme Director and assist / co-ordinate all DBA related activities, in relation with all the school services and departments and front office, with all students, faculty and partners.

The DBA Administrator should be able and willing to carry out at least three sets of tasks:

- **Programme Co-ordination** (including Accreditation and Quality enhancement with respect to both international and French accreditation organisations)
- **Sales and Marketing Support** (including digital marketing campaigns and online delivery platforms, contact with students, faculty and doctoral supervisors and wider ecosystem of programme partners worldwide)
- **Event and Communication Support** (incl. workshop design and hosting)

DBA Programme Co-ordination

- Act as key contact for DBA prospects and participants to filter, assist and prepare candidates for making their application to the programme and joining in the inaugural cohort in 2024 (and subsequent intakes beyond 2025).
- Work with multiple teams across BSB to coordinate creation of new student accounts and students' access to facilities, such as online library, creation of programme materials, scheduling of taught modules and online workshops.
- Carry out the registration of students to the different modules through the ERP system.
- Coordinate occasional travel bookings associated with the programme.
- Provide administrative support to DBA programme delivered in Lyon, and all other locations, as needed.
- Follow up invoices for all candidates; ensure the timely follow up of the programme budget including all financial control processes (dashboards, update systems).
- Provide all necessary documents for national and international accreditations (AACSB, EQUIS and AMBA in due course).

Sales and Marketing support

- Support BSB marketing team to help recruit new participants via the digital social media platforms (Google, LinkedIn, etc.), CRM Hubspot system.
- Call prospects, respond to programme enquiries, and assist the Founding Programme Director in putting together the cohort(s) of the DBA.
- Support BSB marketing team in drafting and editing programme materials (brochure,

website, ad-words etc).

Event and Communication support

- Support the BSB events team to provide occasional event coordination support for DBA associated events ([e.g.](#) Doctoral seminars, Global Debates) acting as liaison with potential international partners and facilitating the global visibility of the programme within the school and worldwide.
- Create and upload online all appropriate documents and support materials.
- Ensure that programme activities and events are advertised online, through social media and internal communication.

Additional Missions (indicative list):

- Organise the examination (viva voce) for all candidates in due course.
- Liaise with the events' team for the annual graduation ceremony.

Required profile

- You have at least 5 years of professional experience in a position and role similar to the one advertised here; you have a higher education (qualified at minimum degree level Bac +3 to 5, or possess equivalent professional experience)
- Strong English and French required (in speaking and writing)
- You are organized and able to work under own initiative for multi-faceted administrative work
- You are passionate for providing excellent customer service focusing on international Global - DBA candidates (Executives, Senior managers, High end talented professionals) with a European or/and international background
- You enjoy and appreciate diversity in all its aspects
- You particularly know well how to work with demanding and perfectionist clients who are used to get a 110% level of customer satisfaction
- Finally, you are dynamic, agile, enthusiastic about learning through original research and capable for taking initiatives and possessing co-ordination skills at a very high level.

This full-time permanent (CDI) position is based in Lyon (69).

If you are interested in this position, please send your Resume and Cover Letter to contact.directionacademique@bsb-education.com

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