

# Director of the Institute of Languages and Sports

Company:  
**SKEMA Business School**

Location:  
**France / Lille, Sophia Antipolis, Paris**

Discipline:  
**Languages and Sports**

Employment Type:  
**Full or Part-time**

Posted:  
**2023-07-18**

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

## **OPEN POSITION AT SKEMA - DIRECTOR OF THE INSTITUTE OF LANGUAGES AND SPORTS (SKILS)**

SKEMA Business School (<https://www.skema.edu/>) invites applications for the position of Director of SKILS, to begin as soon as possible. The candidate will be expected to successfully manage a department of around 20 permanent faculty, as well as a team of adjunct faculty, under the coordination of the Associate Dean of Faculty; produce intellectual contributions; teach undergraduate and/or graduate level courses in the language of expertise; contribute to student mentorship; and participate in projects related to the SKEMA SKY25 corporate strategy.

### **Qualifications must include:**

- Master's degree or a Ph.D.
- Bilingual English/French.
- Fluency in other languages is a plus.
- Ability to work as part of a team in a collegial environment.
- Strong oral and written communication skills.
- Commitment to service and/or outreach activities.

### **Applications should include:**

- A letter of application stating why you are interested in SKEMA Business School and the position.
- Curriculum Vitae.
- Statement of interest in managing a department, and examples of previous leadership roles.
- Statement of teaching interests and philosophy (please list courses you have taught or would prefer to teach).
- Evidence of intellectual contributions (list of conference papers; writing samples or reference to publications available online; published articles, chapters in books, notes or working papers).
- Evidence of teaching performance (include teaching evaluations if available).
- Three letters of reference.
- Any additional document that the applicant may consider as relevant.

The application should be submitted in English and sent by email to [recruitmentfaculty2024@skema.edu](mailto:recruitmentfaculty2024@skema.edu), with the title: "application position SKILS Director".

Any questions should be sent to [recruitmentfaculty2024@skema.edu](mailto:recruitmentfaculty2024@skema.edu).

Applications will be reviewed upon reception and until the position is filled.

## **ABOUT THE POSITION**

### **Missions**

- With the Associate Dean of Faculty and Academy Directors, participate in the development and application of faculty policies.
- Manage the permanent and adjunct faculty of the Institute (recruitment, workloads, academic projects, etc.).
- Coordinate the activities of the Institute (meetings, seminars, training, etc.).
- Responsible for the management of foreign language programmes on 7 campuses (in France, Brazil, China, The United States and South Africa).
- Coordinate the production of pedagogical material in line with the strategy of the school (SKEMA way of learning).
- Responsible for overseeing the language oral exams on the PGE and BBA concours (recruitment, training, supervision, etc.).
- Responsible for overseeing the administration of all TOEIC and TOEFL tests on French campuses.
- Manage the budgets and participate in the construction and deployment of the recruitment plan in the areas of languages and sports.
- Manage the professional development of the members of the SKILS team.
- Encourage SKILS members to engage with, and to develop, a culture of academic citizenship.
- Disseminate across the institution information regarding academic activities and team projects, in conjunction with Program Directors.
- In partnership with other services, participate in transversal projects of the school, to enhance the student learning experience.
- Participate in, and encourage, projects in innovative pedagogy, in close coordination with DILE (Department of Innovation and Learning Experience).
- Support faculty sufficiency and ensure compliance with accreditations.
- Take an active role in cross-institutional committees.
- Take an active role in professional associations, such as UPLEGESS.
- In conjunction with the Head of Sports, ensure that sports activities are in line with the overall school strategy.
- The position includes a teaching load, determined in relation with the profile.

## **ABOUT SKEMA BUSINESS SCHOOL**

With 9,000 students of 120 nationalities and 51,000 alumni in 145 countries, SKEMA Business School is a global school which trains and educates the talents that 21st century business requires, through its research, its 50 teaching programmes, and its international multi-site structure. The school currently has campuses in France (Lille, Sophia Antipolis, Paris), China (Suzhou and Nanjing), the United States (Raleigh), Brazil (Belo Horizonte), and South Africa (Stellenbosch). The school is also developing a research laboratory for Artificial Intelligence in Montreal (Canada), one of the world's major AI hubs. SKEMA's Faculty comprises more than 170 professors, organized by Academy - Globalisation, Innovation, Transformation and Digitalisation - and Research Centers. SKEMA is multi-accredited - EQUIS, AACSB and EFMD Accredited EMBA. Its programmes are recognized in France (Visa, Master Degree, RNCP, CGE label), the United States (licensing), Brazil (certificação) and China.

For further information: <https://www.skema.edu/>

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