

# Case Services and Research Support Coordinator

Company:

**IMD - International Institute for Management Development**

Location:

**Switzerland / Lausanne**

Discipline:

Employment Type:

**Permanent Full-time**

Posted:

**2024-05-29**

Contact Person:

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

## Case Services and Research Support Coordinator

### About IMD

Founded by business executives for business executives, the International Institute for Management Development (IMD) is an independent academic institute with campuses in Lausanne and Singapore as well as a Management Development Hub in Shenzhen.

We strive to be the trusted learning partner of choice for ambitious individuals and organizations worldwide. Our executive education and degree programs are consistently ranked among the world's best by the Financial Times, Bloomberg, Forbes, and others.

Our leading position in the field is grounded in our unique approach to creating real learning, real impact. Through our research, programs, and advisory work we enable business leaders to find new and better solutions.

Our purpose is Challenging what is and inspiring what could be, we develop leaders and organizations that contribute to a more prosperous, sustainable and inclusive world.

To reinforce our team, we are looking for a

### Case Services and Research Support Coordinator

#### The Position's mission

This newly created role is to provide high level, pro-active support to the Director Faculty and Research and Dean of Research in pursuing the IMD's research strategy including the administration, coordination, evaluation and governance of case services and research-related activities.

Furthermore, the role holder will provide high quality research support to faculty and research staff as well as work to support the implementation of new and the improvement of existing processes (often in collaboration with other professional support providing departments). It will be expected to develop strong and collaborative links with colleagues outside of the department (communications department, IT team, accreditation's team etc).

#### Key activities & accountabilities

- Work closely with the Director of Faculty and Research and Dean of Research
- Provide comprehensive support in pursuing the school's research strategy
- Ensuring appropriate monitoring and annual reporting of funded research accounts and ensuring compliance and full utilisation of funds (research chairs and centers reports);
- Coordinate and support the case services through-out the full cycle: writing, distribution, dissemination and promotion of case studies
- Collaborate closely with Research Information & Knowledge Hub (RIKH) on improving case services and processes
- Establishing and/or servicing the research-related committees and/or working groups as appropriate (Research Committee, Research Ethics Committee etc.)
- Proactively contribute to the further improvements and implementing support systems and business processes for state-of-the art case and research support infrastructure
- Producing, monitoring and disseminating research reporting and cases data in collaboration with the Research Information & Knowledge Hub (RIKH)
- Collaborate across the entire organisation to ensure the holistic research support (according to the best practice principles in research support and administration)
- Contributing to the improvements of the research & cases web pages
- Keeping abreast of national and international developments according to the best practice principles in case writing and research support
- Participating in relevant research reviews, quality assurance, benchmarking, ranking and external accreditation exercises etc.
- Coordinate and support research activities, such as seminars, networking events etc.
- Demonstrate commitment to professional development through attending internal and external training opportunities, reviewing professional publications, and establishing personal networks

### **Ideal profile**

- Experience of supporting or contributing to the delivery of rigorous & relevant research
- Experience of supporting or contributing to the writing of case studies
- Knowledge of Higher Education research practices and policies, desirably in the management and business administration area
- Proven professional services skills gained preferably within the Higher Education sector (or similar)
- Excellent interpersonal skills with the ability to communicate clearly and appropriately with a range of professional service and academic colleagues
- Proactive commitment to ensuring good practice and following process/procedure
- Ability to work under pressure in a busy environment
- Ability to work independently and as part of a team
- Ability to balance competing, shifting priorities under pressure of deadlines and workload
- Accuracy/ability to pay attention to detail
- Ability to work independently and proactively with minimum supervision
- At least university level degree, preferably in social sciences (but not necessary)
- Collaborative and capable of working in multi-disciplinary environment
- Full fluency in English (written and spoken) at a native level or equivalent.

### **How to apply**

If you have the above skills and would like to work in our stimulating environment, please send your complete application file (letter of motivation and resume in English, copies of your work certificates and diplomas) using the following link: <https://jobs.imd.org/job/Lausanne-Case-Services-and-Research-Support-Coordinator/795053302/>

If you're a qualified candidate with a disability (such as dyslexia, sight and/or hearing disabilities, etc) and you need a reasonable accommodation in order to apply for this position, please specify it in your application.

A valid Swiss work permit or Swiss or EU-25EFTA citizenship is required for this position.

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